Chapter 9

Client-Account Receivable

IN THIS CHAPTER

- * Client Accounts Receivable Entity Definition
- ***** Receive Payments from Clients Relating to Policies
- * Allocation of Payment
- * Leave Payment on Account Residual
- * Apply Payment Left On Account Through Client Reconciliation
- * Disbursements to Client for Return Premium or Overpayment
- Payment Advance to Carrier
- Client Reconciliation to Clean Up Client Accounts Receivable
- * Client Reconciliation for Writing Off Balances
- * Zero Disbursement and Zero Received Payment to Clean Up Client Accounts Receivable
- * Journal Entry to Client Accounts Receivable (General Ledger Link)
- * NSF Fee Charges for Returned Checks
- ***** Reversing, Aborting and Removing Accounting Entries
- * Confirming the Transaction on the Client's Account

Client Accounts Receivable Entity Definition

In Nexsure, a **Client Accounts Receivable** is money owed to the agency for an agency bill policy. The Client Accounts Receivable account is debited the full premium when a client is invoiced on Nexsure. When the client pays for the premium or if a refund from the carrier is invoiced, the Client Account Receivable account is reduced (credited).

The receivables for clients must always be done at the lowest book level, which is the Territory level. All payments, disbursements and queued invoices will be handled at this level. There is no access to client accounts at the Organization level.

Receive Payments from Clients Relating to Policies

Any payment received from a client is recorded in Nexsure as mentioned above at the Territory level. The clients must exist in Nexsure prior to offsetting payments against any outstanding Accounts Receivable. They may be added at the **Search** level, downloaded by a carrier (in the download process) and imported manually or from a data conversion. If the invoice exists on the client's account, then the payment received can be applied at the same time the payment is being entered into Nexsure. If the invoice does not exist, then apply the payment to the client's account. It is important to note that if payment is left on the client's account, that the payment must be applied at a later time to clear the open accounts receivable amount left at the client transaction level.



Receiving a Payment and Offsetting to an Open Item

The process begins by accessing **Receive Payments** at the Territory level. Click the **ORGANIZATION** link on the **Primary** menu, click the **territories** tab, click the **Details** icon for the territory of the branch where the client has been added, click the **accounting** tab, click the **transactions** tab and then click the **receive payments** tab.

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

Receiving a payment is identifying that the payment has been received, not depositing the money. This functionality allows an organization to allow someone else to enter the payments without having access to the bank accounts. To add the payment, click the [Add New] link on the upper right portion of the **receive payments** tab.

exsure	HOME HELP SETUP LOGO
SEARCH ORGANIZATION REPORTS CAMPAIGNS	Bookmarks: Expand Add Remove Selected 🕷
GANIZATION PROFILE ALL EMPLOYEES ALL LOCATIONS	
ganization Name: Training ORG	Organization
organization	
Training ORG >> B C Region >> B C Insurance Agency, Inc.	
Previous Page	
card file branches locations employees accounting vendors entity associa	itions
summary setup invoicing setup general ledger bank accounts transactions	batch summary
transaction summary journal entry disbursements receive payments deposi	accounts payable reconciliation invoices
	Filter: [Show] [Add New]
There are no results	for this sourch critoria
There are no results	for this search chiefta
invoices / reconciliation / accounts payable	deposit receive payments disbursements journal entry transaction summary
batch summary	transactions bank accounts general ledger invoicing setup setup summary
	ntity associations vendors accounting employees locations branches card file
	organization

The **Select Entity** screen is displayed with the **Entity Type** defaulting to **Client**, so no change is necessary since this payment is from a client. Enter a few characters of the client's name in the field under the **Entity Type** and click the **Search** button to return the results of the search. Find the correct client name in the list and click to highlight. The addresses for the selected client display, select the correct address and click the **OK** button to bring up the **receive payments** tab.

Note: Use the Location Name and/or Address to narrow the search if necessary.

Select Entity NO SUICE
Entity Type: Client
Enter at least 3 characters for Entity Name, Location Name, and/or Address and click search.
Entity Name: corm
Location Name:
Address: Search
Select Name:
Cormier Property Management, Cormier RA Services Cormier Retail Client Services, I Mark Cormier
Warehouse[50 Film Street]
Click OK to confirm selection. Cancel to return to summary.

Client names displayed in the Select Name list appended with an (i) indicate an inactive client. The inactive client name will display immediately below the active client(s) with the same name.

Select Name:
Cormier Retail Client Services, Inc. Mark Cormier Vincent Cormier Vincent Cormier (i)

Notes

Dimensional[®]

Allocation of Payment

The choice of **Invoice Defaults** (added at the Organization level) determines how the Payments Received screen populates. See the **Accounting Setup** section in this chapter for more details.

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

payments received							
Payment ID: Posted: Date Booked: Date Created:	41 8/5/2008 8/5/2008	Entity Type Name Payment Type Payment Amoun	Client Cormier Pr Manageme Check t: \$15,000.0	operty nt, Inc. O			Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details
Created By: Reference #: Description:	Betsy Cormier 2018 On Account	Allocated Balance	d: \$0.00 a: \$15,000.0	0			Receive Payment Posting
Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	
		P *Pay	Payee: Date Booked: ayment Type: Reference =: ment Amount: Description:	* indicates required fi Cormier Property Mar P O Box 1100 Hudson, NH 03051 8/5/2008 Check 2018 15,000.00 On Account	eld agement, Inc.		
							payments received

The next step is to identify what invoices are being paid by the client. To do this, click on the **Invoices** link on the right side of the screen. This brings up the invoices that are still open for this client. If the Invoice Setup screen has been set to auto allocate the payments, the amount entered in the Payment Amount screen will be allocated to the invoices automatically based on allocation choices. The allocated amount displays in the header of the Payments Received screen and an **A** is displayed beside the invoice where the money is automatically allocated. If the Manual Allocation box is checked on the invoice setup screen, and the payment needs to be distributed differently, click **Deselect All** and click the **Save** link on the Navigation toolbar just below the Payments Received header. Find the invoices being paid and click the **Select** checkbox if the full amount is being paid.

Payn Date Date C Crei Refei Desi	nent ID: 4 Posted: Booked: 8 Created: 8 ated By: B rence #: 2 cription: C	11 /5/2008 /5/2008 letsy Cormier /018 Dn Account	E Payne	intity Type: Client Name: Cormie Manag ment Type: Check nt Amount: \$15,00 Allocated: \$15,00 Balance: \$0.00	er Property ement, Inc. 10.00			Quick Naviga Payment Head General Ledge Accounts Paya Invoices Receive Payme Receive Payme	er r ible ent Details ent Posting
ayment Su	ummary	Pay All Selected	Print	Post	Abort	Save	Add Row		
[Select Al	II] [Desele	ct All]			Showing	Page 1 of 1 🕨 🛛 💌	[Display:	Default (6) 💌
Transact	tions								
Transact Select	tions Details	Effective Date	Installment #	Policy Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
Transact Select	tions Details	Effective Date 07/01/2008	Installment # 387/-388	Policy Number PKG1234	Bill Type Term Policy	Description PKG Total	Balance \$12,978.00 A	Credit Assigned \$12,978.00	Revised Balance \$0.00
Transact Select I	tions Details P	Effective Date 07/01/2008 07/01/2008	Installment # 387/-388 389	Policy Number PKG1234 PKG1234	Bill Type Term Policy Term Policy	Description PKG Total Premium	Balance \$12,978.00 A \$1,950.00 A	Credit Assigned \$12,978.00 \$1,950.00	Revised Balance \$0.00 \$0.00
Select	Details	Effective Date 07/01/2008 07/01/2008 07/01/2008	Installment # 387/-388 389 389	Policy Number PKG1234 PKG1234 PKG1234	Bill Type Term Policy Term Policy Term Policy	Description PKG Total Premium Premium	Balance \$12,978.00 A \$1,950.00 A \$11,028.00 A	Credit Assigned \$12,978.00 \$1,950.00 \$72.00	Revised Balance \$0.00 \$0.00 \$10,956.00
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Select V V V	Details	Effective Date 07/01/2008 07/01/2008 07/01/2008 07/01/2008 07/01/2008	Installment # 387/-388 389 -388/387 -388/387 390 391	Policy Number PKG1234 PKG1234 PKG1234 PKG1234 PKG1234 BA98238745 UMB789654	Bill Type Term Policy Term Policy Term Policy Term Policy Term Policy	Description PKG Total Premium Premium PKG Total Premium Premium This Page Total: All Pages Total:	Balance \$12,978.00 A \$1,950.00 A \$11,028.00 A (\$12,978.00) A \$4,595.00 \$3,500.00 \$21,073.00 \$21,073.00	Credit Assigned \$12.978.00 \$1.950.00 \$72.00 \$0.00 \$0.00 \$0.00 \$15.000.00 \$15.000.00	Revised Balance \$0.00 \$10.956.00 (\$12.978.00) \$4.595.00 \$3.500.00 \$6.073.00 \$6.073.00

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

Pa	yment Det	ails				ne sure
	Invoice	Date:	5/6/2008	Invoice Amount:	\$4,595.00	
	Create	ed By:	Betsy Cormier	Invoice Balance:	\$4,595.00	
						[Add New]
	Details	Date	Description			Amount
						Close

After entering the partial payment amount and a payment description, click the **OK** button to save the partial amount.



Payment	ne sure
Date:	05/06/2008
Balance:	4595.00
Amount:	472 Balance: 4,123.00
Description:	Premium
	OK Cancel

The partial amount entered is displayed with a **Details** icon. Should the amount need modification, click the **Details** icon to modify. Click the **Close** button to return to the **Payments Received** screen.

Pi	ayment D	etails				nevsure
	Invoi	ce Date:	5/6/2008	Invoice Amount:	\$4,595.00	
	Cre	ated By:	Betsy Cormier	Invoice Balance:	\$4,123.00	
-						
	Details	Date	Description			Amount
		8/5/2008	8 Premium			\$472.00
						Close

When entering a partial payment the **Pay All Selected** link on the Navigation toolbar is not active, but when paying items in full, the link must be selected to include these fully paid items. If the link is active, (black) make sure to click the link after selecting all fully paid items.

Payment Summa ry	Pay All Selected	Print	Post	Abort	Save	Add Row

Once the **Pay All Selected** link has been selected it is no longer active.

ayment Summary [Select All] [Dese Transactions Select Detail I	Pay All Selected	Print	Post	Abort	Save Page 1 of 1 ▷) 1 ▼	Add Row	Sea Display:	rch Filter: [Show]
[Select All] [Dese Transactions Select Details	s Effective bate	Installment #	Policy	K Showing F	'age 1 of 1 🕨 🕅 📘 💌		Sea Display:	rch Filter: [Show]
Select Details	Effective s Date	Installment #	Policy					
ব ব 🐙 🐲	07/04/00000		Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
a V	07/01/2008	389	PKG1234	Term Policy	Premium	\$11,028.00	\$11,028.00	\$0.00
	07/01/2008	390	BA98238745	Term Policy	Premium	\$4,595.00	\$472.00	\$4,123.00
V 🗟	07/01/2008	391	UMB789654	Term Policy	Premium	\$3,500.00	\$3,500.00	\$0.00
□ 🖻	07/01/2008	387/-388	PKG1234	Term Policy	PKG Total	\$12,978.00	\$0.00	\$12,978.00
	07/01/2008	-388/387	PKG1234	Term Policy	PKG Total	(\$12,978.00)	\$0.00	(\$12,978.00)
	07/01/2008	389	PKG1234	Term Policy	Premium	\$1,950.00	\$0.00	\$1,950.00
					This Page Total: All Pages Total:	\$21,073.00 \$21,073.00	\$15,000.00 \$15,000.00	\$6,073.00 \$6,073.00

Clicking the **Receive Payment Details** link on the right side of the screen brings up the details of the payment.

Payment ID: Posted: Date Booked: Date Created: Created By: Reference =: Description:	41 8/5/2008 8/5/2008 Betsy Cormier 2018 On Account	Eni Paym Payment A	tity Type: Client Name: Cormier Pro Managemer ent Type: Check : Amount: \$15,000.0 Vllocated: \$15,000.0 Balance: \$0.00	operty nt, Inc. O			Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
ayment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	
Data	Transaction #	Deliau #	Descri	inting	Tavaica Palana	a Assisted (redit Deviced Delance
9/5/2009	200	PUICY#	Descr	njum	£11.029.00	e Assigned C	
8/5/2008	303	UM8789654	Premium		\$11,028,00	\$11,020	00 \$0.00
8/5/2008	390	BA98238745	Premium		\$4,595.00	\$3,300.	10 \$4,123,00
					Total Allo	cation: \$15,000	.00

To view the posting details, click the **Receive Payment Posting** link on the right side of the screen. Notice that the full amount of the payment is offset to a mandatory account called **Undeposited Funds**. This is where the funds are stored until the deposit is made. When this payment is pulled to create the deposit the undeposited funds account is reduced by that amount. Make sure prior to month end that the undeposited funds account has a zero (\$0.00) balance.

Payment ID: Posted: Date Booked: Date Created: Created By: Reference =: Description:	41 8/5/2008 8/5/2008 Betsy Cormier 2018 On Account	Entity N Payment Payment Am Alloc Bal	Type: Client iame: Cormier Pr Manageme Type: Check ount: \$15,000.0 ated: \$15,000.0	operty nt. Inc. 10			Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	
	Account Number		Account D	escription		Debit	Credit
02.00	1.0000.000.00.1100	000	Accounts R	leceivable		\$0.00	\$15,000.00
02.00	01.0000.000.00.2010	001 P	eople Comm P	ayable Non-due		\$220.56	\$0.00
02.00	1.0000.000.00.2010	001 P	eople Comm P	ayable Non-due		\$14.16	\$0.00
02.00	1.0000.000.00.2010	001 P	eople Comm P	ayable Non-due		\$105.00	\$0.00
	01.0000.000.00.2010	000	People Comm	Payable-Due		\$0.00	\$220.56
02.00			People Comm	Payable-Due		\$0.00	\$14.16
02.00)1.0000.000.00.2010	100	r copie comm				
02.00)1.0000.000.00.2010)1.0000.000.00.2010	100	People Comm	Payable-Due		\$0.00	\$105.00
02.00 02.00 02.00 02.00	01.0000.000.00.2010 01.0000.000.00.2010 01.0000.000.00.1109	000	People Comm Undeposit	Payable-Due ed Funds		\$0.00 \$15,000.00	\$105.00 \$0.00

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

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ganization								
raining ORG >> B C Region >>	B C Insurance Agency, Inc.							
Previous Page								
transaction summary journal er	try disbursements receive page	yments deposit accou	nts payable reconcil	iation invoices				
transaction summary journal er Details Payee	try disbursements receive pay Reference Payment ID	yments deposit accou	nts payable reconcil	iation invoices	F Date Created	ilter: [Sh PostedP	now] [Add Ne	w] /e
transaction summary journal er Details Payee Cormier Property Mana Inc.	Reference Payment ID agement, 2018 41	yments deposit account	Amount Reside \$15,000.00 \$0.	iation invoices Ial Created By 00 Betsy Cormier	F Date Created 8/5/2008	ilter: [Sh PostedP	now] [Add Ne PrintedRemov	w] /e

Note: Make sure to check for unposted receive payments daily to avoid deposit and undeposited funds issues later.

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

Payment ID: Posted: Date Booked: Date Created: Created By: Reference =: Description:	41 8/5/2008 8/5/2008 Betsy Cormier 2018 On Account	Paymen Payment A All- B	/ Type: Client Name: Cormier Pro Management Type: Check mount: \$15,000.00 pocated: \$15,000.00 alance: \$0.00	perty ; Inc.			Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
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							payments receive

Printing a Payment Summary and Payment Receipt

Once the payment has been posted, click on the **Print** link on the Navigation toolbar of the **Payments Received** screen. A print selection of **Summary** and **Proof of Payments** may be selected.

	ne sure
Print Selection	
Summary	~
Summary Proof of Payme	nt
Nexsure Tip Select Summary	or Proof of Payment. Click OK to
print or Cancel to) return to previous screen.
	OK Cancel

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



payments received					
Payment ID: 41 Posted: 8/5/2008 Date Booked: 8/5/2008 Date Created: 8/5/2008 Created By: Betay Cornier Reference =: 2018 Description: On Account Payment Summary Pay All Selected	Entity Type: Cl Name: Mi Payment Type: Cl Payment Amount: \$1 Residual: \$2 Allocated: \$1 Balance: \$0 Print Revent	ient Irmier Property Inagement, Inc. Ieck 5,000.00 .00 .00 .00	Save	Add Row	Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
	I / 1 IN En Receive Payments Sum	🕎 🗩 🖲 50%	▼ Sign	• 🕃 [Find
•	Payment (D: 41 Date Socked: 8/5/2003 Date Booked: 8/5/2003 Oreelied By: Betsy Com Annexed Number 02.001.0000.0000.110960	Name: 1:38:51PM Reference 8: 2:30:00AM Description: ner Description Undeposited Funds (p)	Comiler Property Manage 2018 On Account Debie 515,000.00	Credia 50.00	
		Accounts Receivable (p) People Comm Payable-Due (p) People Comm Payable Non-due (p People Comm Payable Non-due (p People Comm Payable Non-due (p People Comm Payable Non-due (p Taki	\$0.00 \$2.00 \$220.56 \$0.00 \$14.16 \$0.00 \$105.00 \$105.00	\$15,000.00 \$220.56 \$0.00 \$14,16 \$0.00 \$105.00 \$105.00 \$10,500 \$10,500	J

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



Clicking on the **Payment Summary** link on the Navigation toolbar brings up the Payment Summary screen. Notice that the **Remove** icon is no longer present on the payment line due to posting of the payment.

					HOME	HELP SETUP LO
SEARCH OR	GANIZATION REPORTS CAMP	AIGNS		Bookmarks	s: Expand Add	Remove Selected
GANIZATION PROFILE ALL EMPLOYE	ES ALL LOCATIONS					
anization Name: Training OR	G				\rightarrow	Organization
rganization						
raining ORG >> B C Region >> B	C Insurance Agency, Inc.					
Previous Page						
card file branches locations en summary setup invoicing setup transaction summary journal ent	general ledger bank accounts y disbursements receive pay	s transactions batch s yments deposit account	ummary nts payable reconciliati	on invoices		
card file branches locations en summary setup invoicing setup transaction summary journal ent Details Payee	pipiyees accounting vencors general ledger bank accounts ry disbursements receive pay Reference Payment ID	transactions batch s yments deposit account Description	iummary nts payable reconciliati Amount Residual	on invoices Created By C	Filter: [S Date Posted eated	how] [Add New] PrintedRemove
card file branches locations en summary setup invoicing setup transaction summary journal ent Details Payee Cormier Property Manag Inc.	ppoyees accounting vencors general ledger bank accounts ry disbursements receive pay Reference Payment 1D gement, 2018 41	transactions batch s wments deposit account Description On Account	tummary nts payable reconciliati Amount Residual \$15,000.00 \$0.00	on invoices Created By C Cr Betsy 8/5 Cormier	Filter: [S Date Posted reated	how] [Add New] PrintedRemove

Confirming the Payment on the Client's Account

Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **TRANSACTIONS** link on the **Client** menu. The screen refreshes showing all recent activity on the **transaction summary** tab, **Detail Assigned** view. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

When a payment is allocated to a specific policy in full, the payment displays under the invoice in dark green with a **Type** of **Payment** along with the **Receive Payment ID#** should it need to be looked up later. The total amount due on the invoice when the item is paid in full shows a balance of zero (\$0.00).

IENT PRO		RTUNITIES MA	RKETING PO		IMS SERVICING		NTS ACTIONS	TRANSACTI	ONS DELIVERY	T-LOG	
ent Na	me: Cormi	er Property M	anagement	, Inc.						Commercial	Accou
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elect vie	anti Dette	in Abbighted	-		il di chautaa r		J.	1,	dd Master Invoice j		voice j
elect ch	Effective		-		Transaction	InvoiceID Master	Policy			Search Fliter:	[Snow]
Details	Date	Date Booked	Status	Туре	Id	Invoice ID	Number	Description	Bill Method	Amount Re	move
>	7/1/2008	8/1/2008	* Posted Reversed	Invoice	-	387/-388	PKG1234	Package	Agency Bill	\$12,978.00	
									Unassigned Balance	\$12,978.00	
>	7/1/2008	8/1/2008	* Posted Reversed	Invoice	-	-388/387	PKG1234	Package	Agency Bill	(\$12,978.00)	
									Unassigned Balance	(\$12,978.00)	
	7/1/2008	8/1/2008	* Posted	Invoice	-	389	PKG1234	Package	Agency Bill	\$12,978.00	
	8/5/2008	8/5/2008	-	Receipt	41	-	PKG1234	On Account	Agency Bill	(\$11,028.00)	
									Unassigned Balance	\$1,950.00	
>	7/1/2008	8/1/2008	* Posted	Invoice	-	390	BA98238745	Auto - Commercial	Agency Bill	\$4,595.00	
	8/5/2008	8/5/2008	-	Receipt	41	-	BA98238745	On Account	Agency Bill	(\$472.00)	
									Unassigned Balance	\$4,123.00	
>	7/1/2008	8/1/2008	* Posted	Invoice	-	391	UMB789654	Umbrella - Commercial	Agency Bill	\$3,500.00	
	8/5/2008	8/5/2008	-	Receipt	41	-	UMB789654	On Account	Agency Bill	(\$3,500.00)	
									Unassigned Balance	\$0.00	
									Account Balance	\$6,073.00	

Leave Payment on Account – Residuals

If payment is received prior to adding the invoice (or if it is not known what policy the payment is for) the amount can be left on the client's account without applying to an open item. This unapplied credit is identified in Nexsure as a **Residual**. It is important periodically check for these Residuals and apply them to open items through a Client Reconciliation to provide a clear picture of what premiums are due (or not due).

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

To add a payment, click the **[Add New]** link on the Receive Payments Summary screen. Enter the pertinent payment information and save the entries by clicking the **Save** link on the Navigation toolbar or by selecting any of the links on the right side of the screen. Notice that the payment amount is displayed in the header at the top of the screen the **Allocated** amount shows zero (\$0.00). The allocated amount indicates how much of the payment has been allocated either by the user or automatically based on invoice defaults. The **Date Booked** defaults to the current accounting period and may be changed as needed.

Payment ID: Posted: Date Booked: Date Created: Created By: Reference #: Description:	43 8/5/2008 8/5/2008 Betsy Cormier 1015 Payment of WC Policy	En Paym Payment A	tity Type: Client Name: Jolt Electric ent Type: Check : Amount: \$1,500.00 Allocated: \$0.00 Balance: \$1,500.00	e, LLC			Quick Navigation Payment Header General Ladger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row]
			Payee: 2	* indicates required fi Jolt Electric, LLC 455 Lowell Road Hudson, NH 03051	eld		
			Date Booked: Payment Type: Reference #:	8/5/2008 Check 1015			
			*Payment Amount:	1,500.00			

Clicking on the Invoices link for this client reveals that no invoices exist.

Payment ID: Posted: Date Booked: Date Created: Created By: Reference #: Description:	43 8/5/2008 8/5/2008 Betsy Cormier 1015 Payment of WC Policy	Eni Paym Payment A	tity Type: Client Name: Jolt Electri ent Type: Check : Amount: \$1,500.00 Allocated: \$0.00 Balance: \$1,500.00	c, LLC			Quick Navigation Payment Header General Ledger Accounts Payable Invoices Raceive Payment Details Receive Payment Posting
Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	
							Search Filter: [Show]
[Select All] [Dese	lect All]		There are no r	Showing Page	0 of 0 🕨 💽		

Since no invoices exist, the payment must be left on the client's account to apply to a transaction later. The **Receive Payment Details** screen is where any payment allocations are displayed. In this case there are none.

Payment ID: Posted: Date Booked: Date Created: Created By: Reference =: Description:	43 8/5/2008 8/5/2008 Betsy Cormier 1015 Payment of WC Policy	Ent Payment A	tity Type: Client Name: Jolt Electri ent Type: Check Amount: \$1,500.00 Allocated: \$0.00 Balance: \$1,500.00	c, LLC			Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	<u>j</u>
							Ī
Date	Transaction #	Policy #	Description	Invoice Balance	1	Assigned Credit	Revised Balance
				Total A	llocation:	\$0.00	

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



paym	Payment ID:	43	Ent	ity Type: Client				Quick Navigation
	Posted: Date Booked: Date Created: Created By: Reference #: Description:	8/5/2008 8/5/2008 Betsy Cormier 1015 Payment of WC Policy	Payma Payment A	Name: Jolt Electri ant Type: Check Amount: \$1,500.00 Illocated: \$0.00 Balance: \$1,500.00	c, LLC			Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Pa	yment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	
								8
		Account Number		Account De	escription		Debit	Credit
	02.00	1.0000.000.00.1100	00	Accounts R	eceivable		\$0.00	\$1,500.00
	02.00	1.0000.000.00.1109	00	Undeposite	ed Funds		\$1,500.00	\$0.00
					То	otal:	\$1,500.00	\$1,500.00

To finalize the payment, click the **Post** link on the Navigation toolbar. Click **OK** on the **Payment is in Balance** pop-up to complete the process.

	ne sure
Payment is in balance! Total Amount = \$1,500.00 Assign Credit Amount = \$0.00	
Click OK to post, or Cancel to return to previous screen.	
	OK Cancel

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

	Previou	s Page										
ard file	branches	locations emp	loyees account	ing vendors	entity association	15						
summary	setup	invoicing setup	general ledger	bank account	s transactions	batch summary						
transac	tion summa	ary journal entry	disbursements	receive pa	ments deposit	accounts payable	reconciliat	on invoices				
										Tiller I C		
								_		Filter: [S	snowj [A	dd Newj
Detail	s	Payee	Reference	Payment ID	Description	Amou	nt Residual	Created By	Date Created	Posted	PrintedF	emove
Detail	s J	Payee olt Electric, LLC	Reference 1015	Payment ID 43	Description Payment of WC F	Amou Policy \$1,500	0.00\$1,500.00	Betsy Cormier	Date Created 8/5/2008	Posted	PrintedF	
Detail	s Cormier I	Payee olt Electric, LLC Property Manager Inc.	Reference 1015 nent, 2018	Payment ID 43 41	Description Payment of WC F On Account	Amou Policy \$1,500 \$15,000	nt Residual 0.00\$1,500.00 0.00 \$0.00	Created By Betsy Cormier Betsy Cormier	Date Created 8/5/2008 8/5/2008	Posted	PrintedF	
Detail	j. Cormier I	Payee olt Electric, LLC Property Manager Inc.	Reference 1015 nent, 2018	Payment ID 43 41	Description Payment of WC F On Account	Amou Policy \$1,500 \$15,000	nt Residual	Created By Betsy Cormier Betsy Cormier	Date Created 8/5/2008 8/5/2008	Posted	PrintedF	
Detail	s Cormier I	Payee olt Electric, LLC Property Manager Inc.	Reference 1015 nent, 2018	Payment ID 43 41	Description Payment of WC P On Account	Amou Policy \$1,500 \$15,000	nt Residual	Created By Betsy Cormier Betsy Cormier	Date Created 8/5/2008 8/5/2008	Posted	PrintedF	
Detail	s Cormier I	Payee olt Electric, LLC Property Manager Inc.	Reference 1015 nent, 2018 invoices rec	Payment ID 43 41 onciliation	Description Payment of WC F On Account accounts payable 人	Amou Policy \$1,500 \$15,000 deposit receive	nt Residual	Created By Betsy Cormier Betsy Cormier	Date Created 8/5/2008 8/5/2008	Posted	PrintedF	 summary

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

card file branches locations employ summary setup invoicing setup g	ees accounting vendors entity as eneral ledger bank accounts transac	sociations batch summary		
transaction summary journal entry	disbursements receive payments de	aposit accounts payable	reconciliation invoices	
				Filter: [Hide] [Add New]
Search Criteria				Save Filter Settings 📕
Payment Type:	Date Created (Fr):		Date Created (To):	
Third Party Pay:	Date Booked (Fr):		Date Booked (To):	
Reference:	Payment ID:		Check Amount:	
Payee Entity Type:	 Residual (Fr): 	1.00	Residual (To):	
Post Status: All	Payee Name:			
	Description:			
Sort Order		_	_	
Sort Field 1:	Sort Order 1:	Sort Field 2:	 Sort Order 2: 	•
				Search Clear
Details Payee	Reference Payment Des ID	cription Amount	Residual Created By Dat Creat	e PostedPrintedRemove ed

Confirming the Payment Left on the Client's Account

Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **TRANSACTIONS** link on the **Client** menu to view the **transaction summary** tab.

The **transaction summary** default view is **Detail Assigned** showing all recent activity. To view only residual payments, select the **Unassigned Payments** option in the **Select View** list. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

Later when the payment is assigned, the payment will show up under **Assignment Payments** and the **Detail Assigned** views.

nex	sure								HOME	HELP SETUP LOGOUT
		SEARCH ORGAN	IZATION R	REPORTS CAMP	AIGNS			Book	marks: Expand Ad	d Remove Selected 🟾 💞
CLIENT PRO	OFILE OPPO	ORTUNITIES MAR	KETING PC	DLICIES CLAIM	IS SERVICING	ATTACHMENT	S ACTION	S TRANSACTIO	DNS DELIVERY	T-LOG
Suspect I	Name: Jolt	Electric, LLC								Commercial Account
transaction	summary c	ient balance summai	y list bill pl	ans						
Select Vie	w: Unas	signed Payments	•					[A	dd Master Invoice]	[Add New Invoice]
Select Cli	ent:		•		Showing F	Page 1 of 1 🕨 🕅				Search Filter: [Show]
Details	Effective Date	Date Booked	Status	Туре	Transaction Id	Invoice Id	Policy Number	Description	Bill Method	Amount Remove
>	8/5/2008	-	-	Payment Receipt	43	-	-	-	Payment of WC Policy	\$1,500.00
									Total:	\$1,500.00
							(list bill plans $igstarrow$ c	lient balance summary	transaction summary

Notes	

XDimensional Technologies

Apply Payment Left On Account Through Client Reconciliation

It is important to apply residual payments to open items to show invoices as paid at the client level and also for producer compensation, depending on how the organization is setup. After the invoice has been added to the client's account, the residual amount left on the Receive Payment may be applied to the invoice. Taking a look at the client's account after the invoice has been posted (but the payment has not been assigned) shows only the open item invoice. To clear the balance on the open item, the payment must be applied to the invoice through Client Reconciliation.

		SEARCH OR			PATCNS			Bookm	arks: Expand Ad	d Remove Se	lected
								TRANSACTION		T-LOC	lected
ent Nar	ne: Jolt El	ectric, LLC						- HoansAdrion		 Commercial 	Acco
nderwriting	policy info	assignment	attachments	actions qualifi	cation history	transactions	claims summ	nary of insurance	classifieds deli	very	
Select Vier	v: Detai	il Assigned	•					[Add	Master Invoice]	[Add New In	voice]
Select Clie	int:		•		Showing I	Page 1 of 1 🕨 🕅				Search Filter:	[Show]
	Effective				Transaction	InvoiceID Master	Policy				
Details	Date	Date Booked	Status	Type	Id	Invoice ID	Number	Description	Bill Method	Amount Re	emove
Details	Date 8/5/2008	Date Booked 9/2/2008	Status Posted	Type Invoice	Id -	Invoice ID 620	Number AWC987234	Description Workers Compensation	Bill Method Agency Bill	Amount Re \$1,500.00	emove
Details	Date 8/5/2008	9/2/2008	Status Posted	Type Invoice	Id -	Invoice ID 620	Number AWC987234	Description Workers Compensation	Bill Method Agency Bill Unassigned Balan	Amount Re \$1,500.00 ce \$1,500.00	emove
Details	Date 8/5/2008 8/5/2008	Date Booked 9/2/2008 -	Status Posted	Type Invoice Receive Payment Residual	Id - 43	Invoice ID 620 -	Number AWC987234	Description Workers Compensation Payment of WC Policy	Bill Method Agency Bill Unassigned Balan	Amount Re \$1,500.00 ce \$1,500.00 (\$1,500.00)	

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

nexsure (HOME HELP SETUP LOGOUT
SEARCH ORGANIZATION REPORTS CAMPAIGNS	Bookmarks: Expand Add Remove Selected 🐗
ORGANIZATION PROFILE ALL EMPLOYEES ALL LOCATIONS	
rganization Name: Training ORG organization	 Organization
Training ORG >> B C Region >> B C Insurance Agency, Inc. Previous Page	
card file branches locations employees accounting vendors entity associations summary setup invoicing setup general ledger bank accounts transactions batch summary transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation in	voices

Reconciliation		ne sure
Select Entry:		
Entity Type:	Client	•
Enter at least 3 cha and/or Address and	aracters for Entity Name I click search.	a, Location Name,
Entity Name:	jolt	
Location Name:		
Address:		Search
Select Name:		
Jolt Electric, LLC		
Select Address:		
Office[455 Lowe	ll Road]	-
Click OK to confirm	selection. Cancel to re	iturn to summary.
	OK	Cancel

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

In the **Entity Type** list, select **Client**. Enter at least 3 characters of the name of the client and click **Search**. Select the client's name from the search results and click **OK** to display the **reconciliation** tab.

Note: Client names in the **Search Name** list appended with an **(i)** distinguish inactive clients. In the case of duplicate client names, the active client name is listed immediately above the inactive client of the same name.

reconciliation							
Reconciliation ID: 334 Entity Type: Client Name: Jolt Electric, LLC Posted P: Date Booked: 11/06/2009 Date Created: 11/06/2009 Created By: Mary Oberleitner	Gen Rec	Credits Total: \$0.00 Debits Total: \$0.00 aral Ledger Total: \$0.00 Journal Total: \$0.00 conciliation Total: \$0.00 Out of Balance: \$0.00 Description: Paym	ent on W/C policy	AR Balan	ce: \$0.00		Quick Navigation Meader General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting
Reconciliation Summary	Print	Post	Abort	Save	Add Row	Delivery	<u> </u>
Date Desc (100 Cha Intern (250 Cha	Nama: Jolt Electr 455 Love Brea CA Jooked: <u>11/06/2</u> ription: Max) Paymen I Nota: Max)	ic.LLC Read 2821 2009 😿	8				8

The client's residual balance displays as the **AR Balance** in the reconciliation header. In the **Description** input field enter a description for reports. Enter an **Internal Note** if desired. The Description will be saved in the

reconciliation header.

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

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

reconciliation Reconciliation ID: 334 Entity Type: Client Name: Jot Electric, LLC Posted Posted Posted By: Date Booked 11/06/2009 Date Created: 11/06/2009 Created By: Mary Oberletiner	Cred Deb General Ledy Jour Reconciliat Out of De	dits Total: \$0.00 bits Total: \$0.00 ger Total: \$0.00 mal Total: \$0.00 tion Total: \$0.00 f Balance: \$0.00 escription: Payment	t on W/C policy	AR Balan	ce: \$0.00		Quick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting						
Reconciliation Summary	Print	Post	Abort	Save	Add Row	Delivery							
Transaction Association		econciliation Summary Print Post Abort Save Add Row Delivery											

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

Reconcil En P Date Date Cr	liation ID: 334 tity Type: Client Name: Jolt Elect Posted: Posted By: e Booked: 11/06/20 e Created: 11/06/20 reated By: Mary Obe	ric, LLC 009 009 erleitner		Credits Toi Debits Toi General Ledger Toi Journal Toi Reconciliation Toi Out of Balan Descripti	tal: \$0.00 tal: \$0.00 tal: \$0.00 tal: \$0.00 tal: \$0.00 tal: \$0.00 te: \$0.00	'C policy	AR Ba	lance: \$0.00		Q	uick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting	
conciliation S	Summary		Print	Pos	:	Abort	Save	Add Row	Deli	very		
(Deselect A	All) ansactions availab	1			li 4 si	owing Page 1	of 1 ▶ 🕅 🚺 🔽	Total Rows: 1			Display: D	efault (10) ⊻
		12:	Name: Client						Original			
Select	Effective Date It	tem #	Name: Client Bill To	Policy Number	Transaction/Bill T	ype Lin	е Туре	Description	Original Amount	Balance	a Amount to Apply	New Balance
Select	Effective Date It 11/06/2009	tem # 202	Name: Client Bill To Jolt Electric, LLC	Policy Number	Transaction/Bill T Receive Paymer	ype Lin- It Receive	a Type a Payment Des	Description	Original Amount (\$1,500.00)	Balance (\$1,500.00)	Amount to Apply	New Balance (\$1,500.00)
Select	Effective Date It	tem # 202	Name: Client Bill To Jolt Electric, LLC	Policy Number	Transaction/Bill T Receive Paymer	ype Lin It Receive	a Type a Payment Des	Description ::Pymt on WC policy This Page Total All Pages Total	Original Amount (\$1,500.00) : (\$1,500.00) : (\$1,500.00)	Balance (\$1,500.00] (\$1,500.00) (\$1,500.00)	 Amount to Apply 0.00 \$0.00 \$0.00 	New Balance (\$1,500.00) (\$1,500.00) (\$1,500.00)
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Select	Effective Date It 11/06/2009	tem # 202	Name: Client Bill To Jolt Electric, LLC	Policy Number	Transaction/Bill T Receive Paymen	ype Lin It Receive nowing Page 1	e Type a Payment Des of 1 ▷) 1 ♥	Description ::Pymt on WC policy This Page Total All Pages Total Total Rows: 1	Original Amount (\$1,500.00) : (\$1,500.00) : (\$1,500.00)	Balance (\$1,500.00) (\$1,500.00] (\$1,500.00]	Amount to Apply O.00 S0.00 Display: D	New Balance (\$1,500.00) (\$1,500.00) (\$1,500.00)
Select	Effective Date II 11/06/2009	ten # 202 e: Item #	Name: Client Bill To Jolt Electric, LLC Name: Client Bill To	Policy Number Policy Num	Transaction/Bill T Receive Paymer K 📢 SI ber Transac	ype Lin at Receive nowing Page 1 tion/Bill Type	a Type IP Payment Des of 1 ▷ ▷ 1 ♥ Line Type	Description :Pymt on WC policy This Paga Total All Pages Total Total Rows: 1 Description	Original Amount (\$1,500.00) : (\$1,500.00) : (\$1,500.00) Original Amount	Balance (\$1.500.00) (\$1.500.00) (\$1.500.00) Balance	Amount to Apply 0.00 \$0.00 \$0.00 Display: Display:	New Balance (\$1,500.00) (\$1,500.00) (\$1,500.00) Pefault (10) V
Select	Effective Date 11 11/06/2009 all all] Effective Date 11/06/2009	ten # 202 e: Item # 11241	Name: Client Bill To Jolt Electric, LLC Name: Client Bill To Jolt Electric, Ll	Policy Number Policy Num Policy Num	Transaction/Bill T Receive Paymen K S S Ber Transac 00 Invoice	ype Lin It Receive nowing Page 1 Ition/Bill Type /Term Policy	a Type Payment Des of 1 ▶) 1 ↓ Line Type Premium	Description IPymt on WC policy This Page Total All Pages Total Total Rows: 1 Description Premium	Original Amount (\$1,500.00) : (\$1,500.00) : (\$1,500.00) Original Amount \$1,500.00	Balance (\$1,500.00) (\$1,500.00) (\$1,500.00) Balance \$1,500.00	Amount to Apply	New Balance (\$1,500.00) (\$1,500.00) (\$1,500.00) refault (10) v New Balance \$1,500.00

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

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

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

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

Transaction View Description: Payment on W/C policy [Transactions Associations] Search Filter: [Show]											
[Deselect All] I Showing Page 1 of 1 🕨 I 🔽 Total Rows: 1 Display: Default (10) 💽											
Credit Tr	ransactions avai	lable:									
Select	Effective Date	Item #	Name: Client Bill To	Policy Number Tra	nsaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
V	11/06/2009	202	Jolt Electric, LLC	R	leceive Payment	Receive Payment	Desc:Pymt on WC policy	(\$1,500.00)	(\$1,500.00)	-1,500.00	\$0.00
							This Page Total: All Pages Total:	(\$1,500.00) (\$1,500.00)	(\$1,500.00) (\$1,500.00)	(\$1,500.00) (\$1,500.00)	\$0.00 \$0.00
Deselect	AII]				il 🖣 Showir	ng Page 1 of 1 ▷ 🕅 📋	V Total Rows: 1			Display: D	efault (10) 🔽
Debit Tr	ansactions avail	able:									
Select	Effective Date	Item	Name: Client # Bill To	Policy Number	Transaction/I	Bill Type Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
V	11/06/2009	1124:	Jolt Electric, LLC	WC-900000	Invoice/Tern	n Policy Premium	Premium	\$1,500.00	\$1,500.00	1,500.00	\$0.00
							This Page Total: All Pages Total:	\$1,500.00 \$1,500.00	\$1,500.00 \$1,500.00	\$1,500.00 \$1,500.00	\$0.00 \$0.00

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

recon	conciliation											
	Reconciliation ID: Entity Type: Name: Postadi Postad By: Date Booked: Date Created: Created By:	334 Client Jolt Electric, LLC 11/06/2009 11/06/2009 Mary Oberleitner	Gene Rec	Credits Total: (\$1.500.00) AR Balance: \$0.00 Debits Total: \$1.500.00 General Ledger Total: \$0.00 Journal Total: \$0.00 Reconclilation Total: \$0.00 Out of Balance: \$0.00 Description: Payment on W/C policy						r r ng		
Rec	onciliation Summary		Print	Post	Abort	Save	Add Row	Delivery				
	Transaction Ass	ociation		ИЧ	Showing Page 1 of 1	1 V Total Rov	ws: 1		Display:	[Add New]		
	Transaction Association											
	Details F	Recon ID	Transaction Type Item ID From	Item From Am	ount	ansaction Type Item ID To	Item To Amount	D	escription	Remove		
		334-1	Receive Payment 202	(\$1,500.00))	Invoice 11241	\$1,500.00	Paymer	it on W/C policy	E:		

To edit the association from the **Transaction Association**, click the **Details** icon to display the **Client Transaction View**. Edit as needed and click the **[Transactions Associations]** link to save any changes and return to the **Transaction Association**. If the client has additional items to clear or write off through **Reconciliation** refer to "Client Reconciliation to Clean Up Client Accounts Receivable", in this chapter.

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

Click the **Reconciliation Posting** link in the **Quick Navigation** panel to view the reconciliation posting details. Due to the posting rules setup for this example, the People Commission Payable accounts are affected. Without application of the payment to the invoice, the invoice would remain unpaid and commission due the producer would not be released for payment. Through Client Reconciliation the invoice is paid and commissions move from the non-due account to People Comm Payable - Due account.

reconciliation							
Reconciliation ID: 334 Entity Type: Cliant Name: Jolt Electric, LLC Postad: Date Booked: 11/06/2009 Date Created: 11/06/2009 Created By: Mary Oberleitner	Gene Rec:	Credits Total: (\$1,5 Debits Total: \$1,50 ral Ledger Total: \$0.00 Journal Total: \$0.00 Out of Balance: \$0.00 Description: Paym	00.00) 30.00 3 3 3 9 9 9 9 9	AR Balan	ce: \$0.00		Quick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting
Reconciliation Summary	Print	Post	Abort	Save	Add Row	Delivery	
	Reconciliation Details	Number	Account Des	cription	Debit	Credit	6
	25.001.0001.0 25.001.0000.0	01.00.500000	People Comm People Comm Pa	Expense ayable-Due	\$51.00 \$0.00	\$0.00 \$51.00	
(II -				lotal:	\$51.00	\$51.00	

Click **Post** on the navigation toolbar to complete the reconciliation. Click **Abort** prior to posting to remove all applications of debits and credits and delete the reconciliation. Once posted, the reconciliation may be **Reversed** to reverse all applications of debits and credits in the reconciliation.

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

Click the **Reconciliation Summary** link to leave the reconciliation and return to the **reconciliation** tab summary.

Confirming the Associated Payment on the Client's Account

Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **transactions** tab and the **transaction summary** tab.

In the **Select View** drop-down box at the top of the screen, select **Detail Assigned** option, the screen refreshes showing all recent activity. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

Notice that the payment has been successfully assigned to the specific policy under the invoice in dark green with a **Type** of **Payment** along with the **Receive Payment ID#** should it need to be looked up later. The total amount due on the invoice when the item is paid in full shows a balance of zero (\$0.00).

	JEILE OPPORT	JNITIES MAR	KETING	POLICIES CLAIMS SERVI	CING ATTACHMEN	ITS ACTIONS TR	ANSACTIONS	ELIVERY T-LOG			
ent Nar	me: Jolt Elect	ric, LLC								► Com	mercial Ac
nderwriting	g policy info	assignment at	tachments	actions qualification hist	ory transactions	claims summary o	finsurance class	sifieds delivery			
Select Vie Select Clie	ew: Detail Assig	ned 💙							[Add Master Invo	ice] [Add Nev Search Filte	w Invoice] er: [Show]
				н	Showing Page 1	of 1 🕅 1 💌 To	tal Rows: 1		D	isplay: Defau	lt (10) 🔽
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Invoice T Details	Fransaction Summ Effective Date 11/06/2009	Date Booked	Status Posted	N Type Invoice	Showing Page 1 Transaction ID	of 1 N 1 To Invoice ID Master Invoice ID 11241	tal Rows: 1 Policy Number WC-900000	Description Workers Compensation	D Bill Method Agency Bill	Amount \$1,500.00	Remove
(nvoice T Details	Fransaction Summ Effective Date 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009	Status Posted	Type Invoice Recon/Transaction Activity	Showing Page 1 Transaction ID - 334	of 1)) 1 v To Invoice ID Master Invoice ID 11241	tal Rows: 1 Policy Number WC-900000 WC-900000	Description Workers Compensation Payment on W/C policy	D Bill Method Agency Bill Agency Bill	Amount \$1.500.00 (\$1,500.00)	Remove
Invoice T Details	Transaction Summ Effective Date 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009	Status Posted -	M Type Invoice Recon/Transaction Activity	Showing Page 1 Transaction ID - 334	of 1 b M 1 v To Invoice ID Master Invoice ID 11241	tal Rows: 1 Policy Number WC-900000 WC-900000	Description Workers Compensation Payment on W/C policy	D Bill Method Agency Bill Agency Bill Unassigned Balance	Amount \$1.500.00 (\$1,500.00) \$0.00	Remove

Disbursements to Client for Return Premium or Overpayment

Client disbursements are occasionally needed for return premium or for premium over payment.

To confirm the client's balance before issuing a check, click the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **transactions** tab and the **transaction summary** tab.

In the **Select View** drop-down box at the top of the screen, select **Detail Assigned** option, the screen refreshes showing all recent activity. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results. On the client account in the screen print below, the Branch owes the client \$950.00 for a return premium.

		SEARCH ORG	GANIZATION	REPORTS CAM	PAIGNS			Bookn	narks: Expand Ad	dd Remove Se	elected
IENT PRO	FILE OPPC	ORTUNITIES M	ARKETING P	OLICIES CLAI	MS SERVICING	ATTACHMEN	TS ACTIONS	TRANSACTION	IS DELIVERY	T-LOG	
ent Nar	ne: Jolt Ele	ectric, LLC								Commercia	I Acco
nderwriting	policy info	assignment	attachments	actions qualifi	ication history	transactions	claims summ	nary of insurance	classifieds del	ivery	
elect Viev	w: Detai	il Assigned	•		1 Chausing 1			[Ad	d Master Invoice]	[Add New Ir	nvoice]
Details	Effective Date	Date Booked	Status	Туре	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount R	emove
>	9/3/2008	9/3/2008	* Posted	Invoice	-	626	BA987432	Auto - Commercial	Agency Bill	(\$950.00)	
									Unassigned Balan	ice (\$950.00)	
>	8/31/2008	9/3/2008	* Posted	Invoice	-	624	BA987432	Auto - Commercial	Agency Bill	\$5,800.00	
	9/3/2008	9/3/2008	-	Receipt	57	-	BA987432	Auto Policy Pd in Full	Agency Bill	(\$5,800.00)	
									Unassigned Balan	ice \$0.00	
									Account Balance	(\$950.00)	

To access disbursements, click the **ORGANIZATION** link on the **Primary** menu, click the **territories** tab, and click the **Details** icon for the territory of the branch where the client has been added, click the **accounting** tab, click the **transactions** tab and then click the **disbursements** tab. Before adding the disbursement, first select the bank account from the **Select Bank Account** drop-down box the check will be issued from.

exsure		Home Help Setup Logout
SEARCH O	GANIZATION REPORTS CAMPAIGNS	Bookmarks: Expand Add Remove Selected 🐗
ORGANIZATION PROFILE ALL EMPLOY	EES ALL LOCATIONS	
rganization Name: Training O	RG	Organization
organization		
Training ORG >> B C Region >> I	C Insurance Agency, Inc.	
Previous Page		
summary setup invoicing setup transaction summary journal ent Select Bank Account: Bank of America 209902025 T Bank of America 00900205 T Bank of America 011101101 C	general ledger bank accounts transactions y disbursements receive payments deposit rust Account <u>ust Account</u> <u>perating</u> There are no results f	batch summary accounts payable reconciliation invoices Filter: [Show] [Add New Disbursement] for this search criteria
	invoices reconciliation accounts payab	le deposit receive payments disbursements journal entry transaction summary
	batch summa	iry $transactions$ bank accounts J general ledger J invoicing setup J setup J summary
		entity associations vendors accounting employees locations branches card file
		organization

Add a disbursement by clicking on the [Add New Disbursement] link. Use the Search Filter by clicking on the [Show] link to search for posted or un-posted disbursements. Use the Entity Type drop-down box to select Client as the disbursement type. Enter a few characters of the client name in the field below Entity Type and click the Search button. Select the client from the Select Name list by clicking to highlight. Make sure to select the correct address for the disbursement in the Select Address drop-down box and click the OK button at the bottom of the screen.

Note: Use the Location Name and/or Address to narrow the search if necessary. Inactive clients are distinguished in the **Select Name** list by an **(i)** appended to their name. Active clients of the same name are listed immediately above the inactive client of the same name.

Select Entity	ne sure
Entity Type: Client	
Enter at least 3 characters for En Name, and/or Address and click	tity Name, Location search.
Entity Name:	
Location Name:	
Address:	Search
Select Name:	
Select Address:	
	~
Click OK to confirm selection. Ca summary.	ncel to return to

In the top blue shaded area of the screen known as the header details provides information about the disbursement.

Header Descriptions:

Field Label	Field Description
Disbursement ID	This is the identification number assigned to the disbursement at the time it is added. Use it to locate and identify at disbursement summary level as well as the entity level.
Posted	When the disbursement is posted a check is placed in the box and the date the disbursement is posted will reside to the right of the check box.
Cleared	Cleared identifies that the check has cleared but is only marked when the bank account is reconciled in Nexsure.



Field Label	Field Description
Date Booked	This date indicates the accounting period the disbursement was added to.
Date Created	This date indicates the date the disbursement was added and may not be changed by the operator.
Created By	At the time the disbursement is added Nexsure looks to see who is logged into the session and this operator is identified as the creator of the disbursement displayed beside the Created By label.
Entity Type	To help keep track of what type of disbursement is added the Entity Type displayed is the type selected when the disbursement is added.
Рауее	The payee selected when the disbursement is added shows beside the Payee label.
Bank Name	The Bank Name selected is displayed beside the Bank Name label. This is the bank the disbursement will be drawn from.
Bank Account #	The Bank Account # selected displays beside the Bank Account # label. This is the bank account the disbursement will be drawn from.
GL Account	The Bank selected general ledger account number the disbursement amount will be offset against is displayed next to the GL Account label.
Balance	Balance of the selected bank account as of the last recorded accounting entry.
Disbursement Amount	The amount of the disbursement is displayed only when all items have been included in the disbursement.
Estimated Balance	Estimated Balance including the current disbursement.
Check #	The check number is populated when the check is printed unless a check number is entered manually in the check # field.
Description	This is the description entered in the description field on the disbursement.
AR Balance	This is the account balance for the selected entity. This balance will not change on this header even after the amount is posted. This can be used to confirm what the AR balance was at the time of the disbursement. A new disbursement shows the balance at the time it is added.

To complete the fields on the Disbursement Header, it is important to note that any field with a red asterisk * is required to have data entered. The **Date Booked** field populates automatically with the current date, however, if the date should be other than the current date, it may be changed. If the date entered is in a locked or closed period, the disbursement will provide a warning when post is selected that the entry will be posted in the current accounting month. If the period is only locked, it may be unlocked but this should never be done while others are in your organization. Doing so can cause other entries may be posted to this period. Any reports affected must also be re-run.

Disbursements in Nexsure may be by Check, EFT (Electronic Funds Transfer), ACH (Automated Clearing House) or a Disbursement (an automatic bank withdrawal; i.e. bank service charge or carrier sweep). Bank accounts must be set up prior to entering disbursements in Nexsure. Select a disbursement type and in this case, Check is selected and is the default.

Disbursement Method:	Check 💌
Check #:	Check EFT ACH
	Disbursement

Do not enter a check number in the space provided unless there are some skipped checks. Nexsure automatically numbers the check once it has been posted and Print is selected. Enter a very brief description for the disbursement. This description prints on the memo section of the check, which is why space is limited to 50 characters.

disbursements Disbursement ID: Posted: Cleared: Date Booked: Date Created: Created By:	62 9/3/2008 Betsy Cormier	Entity Type Payee Bank Name Bank Account GL Account Balance Disbursement Amount Estimated Balance Check = Description	: Client : Jolt Electric, LLC : Bank of America : 209902025 : 02.001.0000.000 : \$150,000.00 : :	AR Balance: (\$9 .00.100000 Trust Ac	50.00)		Quick Navigation Disbursement Header General Ledger Accounts Payable Invoices Payment Received Payment Advance Disbursement Posting
Disbursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row	
	•		•	•		•	8
	Di	Payee: 0 4 Date Booked: 9 isbursement Method: 0 Check =: 1	Indicates required the olt Electric, LLC 55 Lowell Road udson, NH 03051 //3/2008 Check				
		Description: (50 Char. Max)	Nexsure Tip Leave the Check = fie check = at the time of Refund for RP End #	Id blank to allow the s f printing or enter a ch #1 delete 2001 For	ystem to assign the eck ≠ manually. d	next available	
		Internal Note: R (250 Char. Max)	lefund for RP End ≠	#1 delete 2001 For	1	Å	disbursements

CHAPTER 9

For a return premium payment, click the **Invoices** link on the right side of the disbursement. Notice at this point the Disbursement Amount in the Header is still \$0.00. This is because no items have been added to the disbursement. The AR Balance for this client shows a credit of \$950.00 which confirms the account balance viewed earlier. In the center portion of the screen a credit invoice for \$950.00 is available to select. Click in the box beside the invoice to activate the **Pay All Selected** link on the Navigation toolbar. After this link is clicked notice that it is now inactive and cannot be selected again. The box with the check mark beside the invoice is also unavailable.

Disbursement ID: Posted: Cleared: Date Booked:	62 9/3/2008	Entity Type Payee Bank Name Bank Account ≠ GL Account	 Client Jolt Electric, LLC Bank of America 209902025 02.001.0000.000 	AR Balance: (\$9)	50.00)		Quick Naviga Disbursement H General Ledger Accounts Paya Invoices Payments Rece Payment Advar	tion Header ble lived Ice
Date Created:	9/3/2008	Balance	\$150,000.00				Disbursement F	osting
Created By:	Betsy Cormier	Disbursement Amount	\$0.00					
		Estimated Balance	\$150,000.00					
		Check #						
		Description	Refund for RP End	#1 delete				
soursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row		
soursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row		
soursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row		Filter: [Show]
Transactions	ry Pay All Selected	Print	Post	Abort	Save	Add Row		Filter: [Show]
Transactions [Select All] [Dese Select Deta	ry Pay All Selected	Print Invoice P Number Nu	Post olicy B mber B	Abort ill Type	Save	Add Row Balance	Credit Assigned	Filter: [Show] Revised Balance
Iransactions [Select All] [Dese Select Deta	Pay All Selected Ident All Effective Date 9/3/2008	Print Invoice P Number Nu 626 BA3	Post olicy B mber B 87432 End	Abort ill Type	Save Description Premium	Add Row Balance (\$950.00)	Credit Assigned \$0.00	Filter: [Show] Revised Balance (\$950.00)

If there are many invoices for this client, click the **[Show]** link on the search filter to narrow down invoice results. Click the **Maximize/Minimize** icon to expand the Search and Transactions workspace. Click the **Maximize/Minimize** icon a second time to display the disbursement header.

								Filter: [Hide
earch Criteria	ia							
				T 1		-		
		Region:	B C Region 💌	Branch:				
		Territory:	B C Insurance Agency,	Department:		·		
				Unit:	-	•		
		Location Type:		Policy Number:				
	Location N	lame/Address:		Policy Modes:	ŀ	•		
		Bill To:		Date Type:	Please Select	-		
	E	Business Type:	All	Date Range:		To:		
	Lir	ie of Business:	Auto - Commercial Workers Compensation	Amount Range:		To:		
				Master Invoice ID:	Invoid	e ID:		
ort Order a		_						
			El sus order to	- Cost Sight 2				
	Sort Field	1:	 Sort Order 1: 	 Bort Field 2 	Sort C	Order 2:	-	
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ransactio ielect All] [De Select D	Sort Field Paraelect All] Details Effecti Date 9/3/200	ve Invoice Number D8 626	Policy Number BA987432	Bill Type	Description	Balance (\$950.00)	Credit Assigned \$0.00	Revised Balance (\$950.00)

The Disbursement Amount is displayed only after the **Pay All Selected** link is clicked. Also note that the Estimated Balance has changed to include the deduction of the \$950.00 disbursement.

dis	Disbursement ID: Posted: Cleared: Date Booked: Date Created:	62 9/3/2008	Entity Type: Payee: Bank Name: Bank Account ≠ GL Account Balance: Balance:	Client Jolt Electric, LLC Bank of America 209902025 02.001.0000.000	AR Balance: (\$9) 0.00.100000 Trust Ac	50.00) count		Quick Navigatio Disbursement Hea General Ledger Accounts Payable Invoices Payments Receive Payment Advance Disbursement Post	n der d
	Created By:	Betsy Cormier	Disbursement Amount: Estimated Balance: Check =: Description: Print	\$950.00 \$149,050.00 Refund for RP End	#1 delete	Save	Add Row		
F	isouisement Summa	ry Pay All Selected	Plant	FUSC	Abort	Jave	Add Row		
	Transactions [Select All] [Dese	lect All]	Inusico	lalicy	_	_	_	Cradit	Filter: [Show]
	Select Deta	ails Date	Number Nu	umber I	Bill Type	Description	Balance	Assigned	Balance
		9/3/2008	626 BA9	87432 En	dorsement	Premium	(\$950.00)	(\$950.00)	\$0.00
						This Page Total: All Pages Total:	(\$950.00) (\$950.00)	(\$950.00) (\$950.00)	\$0.00 \$0.00

Clicking the **Disbursement Posting** link on the right shows all the general ledger accounts and the amounts that will be posted to each with this disbursement.

Disbursement ID: Posted: Cleared: Date Booked: Date Created: Created By:	62 9/3/2008 9/3/2008 Betsy Cormier	Entity Type: Payee: Bank Name: Bank Account =: GL Account: Balance: Disbursement Amount: Estimated Balance: Check =:	Client Jolt Electric, LLC Bank of America 209902025 02.001.0000.000 \$150,000.00 \$150,000.00 \$149,050.00	AR Balance: (\$9	50.00)		Quick Nav Disburseme General Lee Accounts P Invoices Payment Ac Disburseme	igation Int Header Iger ayable teceived fvance nt Posting
		Description:	Refund for KP End	#1 delete				
isbursement Summa	ry Pay All Selected	Print	Post	#1 delete Abort	Save	Add Row		
isbursement Summa	ry Pay All Selected Disbursement Postin	Print 9	Post	Abort	Save	Add Row		
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sbursement Summa	ry Pay All Selected Disbursement Postin 02.001.0000 02.000 02	Print 9 nt Number .000.00.110000 .000.00.201001 .000.00.201000	Post Post Accour Accour People Co People Co	Abort Abort Abort The second s	Save Debit	Add Row \$950.00 \$0.00 \$57.00	Credit \$0.00 \$57.00 \$0.00	

Clicking the **Print** link on the Navigation toolbar before posting the disbursement will only allow the Summary to be viewed and printed.

isbursement ID: 62 Posted: Cleared: Date Booked: 9/3	2 /3/2008	Entity Type: Payee: Bank Name: Bank Account #: GL Account:	Client Jolt Electric, LLC Bank of America 209902025 02.001.0000.000.	AR Balance: (\$1 00.100000 Trust A	950.00) ccount		Quick Navigation Disbursement Header General Ledger Accounts Payable Invoices Payments Received Payment Advance Disbursement Postion
Date Created: 9/3 Created By: Be	/3/2008 etsy Cormier	Balance: Disbursement Amount: Estimated Balance: Check #: Description:	\$150,000.00 \$950.00 \$149,050.00 Refund for RP End =	=1 delete			
ursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row	j
	2 • \$= \$		v	96% ▼	🖉 Sign 🔻 📘	Find	•
Disb	arsement	1 / 1 I		96% •	Sign 🕶 🛛	Find	·
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Disbursem	Ursement G nee Agency, Inc. nent ID : 62	I / 1 Ik) (*) (*) (*)	96% -	Joit Electric, LLC	Find	▼ Page 1 of 1
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Disbursem Disbursem Disbursem Date Creati		1 / 1 1 1 Summary) (*) (*) (*)	9 🖲 96% 🗸	Sign - Electric, LLC Bank of America 20201.0000.000.00.00	Find	▼ Page 1 of 1
Disbursen Disbursen Disbursen Disbursen Date Create Date Book Created By	UTSEMENT US CC Agency, Inc. Ted : 09/03/21 ved : 09/03/21 ved : 09/03/21 ve : Betsy C	I / 1 I Summary 008 008 008 008 008) (*) (*) (*) (*)	Payee Bank Account Description	: Jolt Electric, LLC : Bank of America : 02.011.000.000.00 : Refund for RP End #	Find Find	▼ Page 1 of 1
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Disbursen Disbursen Disbursen Date Booke Created By	Content of the second s	1 / 1 I		Payee Bank Account Description	Sign V Sign V F	100000 Trust Account 1 delete 2001 Ford Check Number: Disbursement Am	Page 1 of 1

To post the disbursement, click the **Post** link on the Navigation toolbar. Nexsure checks to make sure the disbursement is in balance and provides a message of the confirmation. This also allows the ability to abort the post should there be doubt as to the disbursement. Click the **Cancel** button to abort the post or **OK** to finalize the post.

disbursements			
Disbursement ID: 62 Posted: Cleared: Date Booked: 9/3/2008 Date Created: 9/3/2008 Created By: Betsy Cormier	Entity Type: Payee: Bank Name: Bank Account = GL Account Balance: Disbursement Am Estimated Bal Che Descrij	: Client : Jolt Electric, LLC AR Balance: (\$950.00) : Bank of America : 209902025 : 02.001.0000.000.00100000 Trust Account : \$150.000.00 https://nexweb25.nexsure.com/?Action=2&DisburID.	Disbursement Header General Ledger Accounts Payable Invoices Payments Received Payment Advance Disbursement Posting
Disbursement Summary Pay All Selected Transactions [Select All] [Select All] [Deselect All] Select Details Effective Date Image: Select Details 9/3/2008	Print Invoice Number 626	Disbursement is in balance! Total Amount = \$950.00 Do you wish to Post? Select Cancel to return to disbursement or OK to Post.	Revised Balance 0.00 \$0.00 0.00 \$0.00 0.00 \$0.00

Clicking the **Print** link on the Navigation toolbar (after the disbursement is posted) now allows the selection of not only the summary but also a check type. Depending on what type of checks being used determines what is selected. Click on the check type being used and click the **OK** button at the bottom right of the screen.

Nexsure Reports	ne sure
Reports	
Print Disbursement Selection	
Summary 💌	
Summary Deluxe Check 80180 Deluxe Check 80971 MICR Coding Top Check MICR Coding Bottom Check MICR Coding Bottom Check w/Address	print selection or cancel to return
	OK Cancel

On the next screen of the print process, it is not necessary to enter a check number as Nexsure automatically uses the next available check number. However, as stated earlier, this may be changed if checks have been skipped for some reason. Click on the **OK** button to display the selected check.

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

The check is displayed using Adobe^{*} Reader^{*}. To print the check, click the **Adobe^{*}Reader^{*} printer** icon.

Disbursement ID: 62 Posted:	Entity Type: Payee: Bank Name: Bank Account =: GL Account GL Account Balance: Disbursement Amount Estimated Balance: Check #:	Client Jolf Electric, LLC AJ Bank of America 209902025 202.001.0000.000.00.10 \$150,000.00 \$950.00 \$149,050.00 1	t Balance: (\$9	50.00)		Quick Navigation Disbursement Header General Ledger Accounts Payable Invoices Payments Received Payment Advance Disbursement Posting
isbursement Summary Pay All Sele	ected Print	Reverse	Abort	Save	Add Row	
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Deluxe Forms Web site:

Note: Checks and other multi-purpose forms compatible with Nexsure are available from Deluxe Forms. Order by phone, 1-800-328-0304 or from www.deluxeforms.com. For more information, see "Deluxe Forms Ordering" in **HELP > Before You Start.**

After printing the check, click the **Disbursement Summary** link on the Navigation toolbar to return the refreshed Disbursements summary screen. Once the disbursement has been posted, it can no longer be aborted. If the disbursement is incorrect, it may be reversed by clicking the **Details** icon beside the disbursement to bring up the detail screen. Click the **Reverse** link on the Navigation toolbar and confirm reversal. There are now 2 entries for the reversal and the ID numbers display together with a slash (/) between them. The two entries equal zero (\$0.00).

	Previous	Page									
file	branches	locations employ	yees accounting	vendors entity associat	ions						
mmary	setup	invoicing setup	general ledger bar	k accounts transactions	batch summary						
transad	ction summa	y journal entry	disbursements r	eceive payments deposit	accounts payabl	e reconciliation	invoices				
Bank	of America	a 209902025 Trus	Account				Filter: [S	how] [/	Add New	/ Disburse	ment]
Bank	t All] [Des	a 209902025 Trus	rint Batch] [Add T	o Existing Batch]			Filter: [S	ihow] [/	Add New	/ Disburse	ment]
Bank Select	t All] [Desited to the second se	elect All] [Create ree Disbur. ID	rint Batch] [Add T Check Number	o Existing Batch] Description	Amount	Created By	Filter: [S Date Created	how] [/ PostedP	Add New PrintedC	/ Disburse ClearedRe	ement] emove
Bank	t All] [Desited and the second	elect All] [Create ree Disbur. ID	Account Print Batch] [Add T Check Number 1	o Existing Batch] Description Refund for RP End #1 de 2001 Ford	Amount alete(\$950.00)	Created By Betsy Cormier	Filter: [S Date Created	PostedP	Add New PrintedC	Disburse	ment]

Confirming the Posted Disbursement on the Client's Account

Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **transactions** tab and the **transaction summary** tab.

In the **Select View** drop-down box at the top of the screen, select **Detail Assigned** option, the screen refreshes showing all recent activity. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

Notice that the disbursement has been successfully assigned to the specific policy under the invoice in dark green with a **Type** of **Disbursement** along with the **Transaction ID#** should it need to be looked up later. The total amount due on the invoice when the item is paid in full shows a balance of zero (\$0.00).

nexs	sure								HOME	HELP SETU	P LOG
		SEARCH OR	GANIZATION	REPORTS CAMP	AIGNS			Bookn	narks: Expand Add	Remove S	elected
CLIENT PRO	OFILE OPPO	RTUNITIES M	ARKETING	OLICIES CLAIM	S SERVICING	ATTACHMEN	NTS ACTIONS	TRANSACTION	IS DELIVERY T	LOG	
lient Na	me: Jolt Ele	ectric, LLC							•	Commercia	al Acco
underwriting	g policy info	assignment	attachments	actions qualific	ation history	transactions	claims summ	nary of insurance	classifieds delive	iry	
Select Vier	w: Detai	l Assigned	•					[Ad	d Master Invoice]	Add New	[nvoice]
Select Clie	ent:		<u>•</u>		Showing F	Page 1 of 1 🕨	1			Search Filter	: [Show]
Details	Effective Date	Date Booked	Status	Туре	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount I	Remove
	9/3/2008	9/3/2008	* Posted	Invoice	-	626	BA987432	Auto - Commercial	Agency Bill	(\$950.00)	
	9/3/2008	9/3/2008	-	Disbursement	62	-	BA987432	Refund for RP End #1 delete 2001 Ford	Agency Bill	\$950.00	
									Unassigned Balance	\$0.00	
>	8/31/2008	9/3/2008	* Posted	Invoice	-	624	BA987432	Auto - Commercial	Agency Bill	\$5,800.00	
	9/3/2008	9/3/2008	-	Receipt	57	-	BA987432	Auto Policy Pd in Full	Agency Bill	(\$5,800.00)	
									Unassigned Balance	\$0.00	
									Account Balance	\$0.00	

Payment Advance to Carrier

For a variety of reasons, there may be a need to advance money to the carrier on behalf of the client. Maybe the client made the check payable to the agency or the client only pays premiums in cash and wants to pay the agency. In any case, money can be forwarded to the carrier in Nexsure by using the **Payment Advance** feature. The Payment Advance can be added before or after the money has been received on the client's account.

To access disbursements, click the **ORGANIZATION** link on the **Primary** menu, click the **territories** tab, and click the **Details** icon for the territory of the Branch where the client has been added, click the **accounting** tab, click the **transactions** tab and then click the **disbursements** tab. Before adding the disbursement, first select the bank account from the **Select Bank Account** drop-down box from where the check is to be issued.

nexsure	HOME HELP SETUP LOGOUT
SEARCH ORGANIZATION REPORTS CAMPAI	Bookmarks: Expand Add Remove Selected 💖
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 employees accounting vendors e summary setup invoicing setup general ledger bank accounts transaction summary journal entry disbursements receive payment Select Bank Account: Bank of America 209902025 Trust Account	isociations tions batch summary sposit accounts payable reconciliation invoices Filter: [Show] [Add New Disbursement]
Bank of America 209902025 Trust Account Bank of America 011101101 Operating [Select All] [Deselect All] [Create Print Batch] [Add To Existing Bat	
SelectDetailsPayee Disbur. ID Check Number Des	on Amount Created By Date PostedPrintedClearedRemove

Add a disbursement by clicking on the [Add New Disbursement] link. Use the Search Filter by clicking on the [Show] link to search for posted or un-posted disbursements. Use the Entity Type drop-down box to select Carrier as the disbursement type. Enter a few characters of the carrier name in the field below Entity Type and click the Search button. Select the carrier from the Select Name list by clicking to highlight. Make sure to select the correct address for the disbursement in the Select Address drop-down box and click the OK button at the bottom of the screen.

Disbursement	ne sure
Select Entry:	
Entity Type: Carrier	•
Enter at least 3 characters for En Location Name, and/or Address a	tity Name, and click search.
hart Sear	rch
Select Name:	
Hartford Accident and Indemnity Hartford Casualty Insurance (s) Hartford Fire Insurance Compar Hartford Insurance Group (p)	/ C 1y (
Primary Name:	
Hartford Insurance Group (p)	
Select Address:	
One Hartford Plaza	•
Subordinate Carriers:	
[Select All] [Deselect All] Hartford Accident and Indemnity Company One H	artford Plaza
Hartford Casualty One H	artford Plaza
Hartford Fire Insurance _{One} H Company Click OK to confirm selection. Ca summary.	artford Plaza ncel to return to
	OK Cancel

To complete the fields on the Disbursement Header, it is important to note that any field with a red asterisk * is required to have data entered. The **Date Booked** field populates automatically with the current date, however, if the date should be other than the current date, it may be changed. If the date entered is in a locked or closed period, the disbursement will provide a warning when Post is selected that the entry will be posted in the current accounting month. If the period is only locked, it may be unlocked but this should never be done while others are in your organization as other entries may be posted to this period. Any reports affected must also be re-run.

Disbursements in Nexsure may be by Check, EFT (Electronic Funds Transfer), ACH (Automated Clearing House) or a Disbursement (an automatic bank withdrawal; i.e. bank service charge or carrier sweep). Bank accounts must be set up prior to entering disbursements in Nexsure. Select a disbursement type and in this illustration, Check is selected and is the default.

Disbursement Method:	Check 💌
Check #:	Check EFT
	ACH Disbursement

Do not enter a check number in the space provided unless there are some skipped checks. Nexsure automatically numbers the check once it has been posted and **Print** is selected. Enter a very brief description for the disbursement. This description prints on the memo section of the check, which is why space is limited to 50 characters.

Disbursement ID: 65 Posted: Cleared: Date Booked: Date Created: 9/3/2008 Created By: Betsy Cormier D	Entity Type Payee Bank Name Bank Account = GL Account Balance isbursement Amount Estimated Balance Check = Description	: Carrier : Hartford Insurance : Bank of America : 209902025 : 02.001.0000.000 : \$149,050.00 : \$149,050.00 :	e Group).00.100000 Trust Ac	count		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Payment Advance Disbursement Posting
isbursement Summary Pay All Selected	Print	Post	Abort	Save	Add Row	
Disb	Payee: H. O Date Booked: 9 oursement Method: [Check #: 1 0 Description: [(50 Char. Max) [indicates required fit artford Insurance Gro ne Hartford Plaza artford, CT 06155 i/3/2008 Disbursement Disbursement Nexsure Tip Leave the Check = fit check = at the time o Deposit for Mark Cr	eld blank to allow the s	ystem to assign the eck = manually. to Policy	next available	×

For a Payment Advance, click the Payment Advance link on the right side of the disbursement. Notice at this

point the Disbursement Amount in the Header is still \$0.00. This is because no items have been added to the disbursement. Click the [Add New Payment Advance] link on the Navigation toolbar. Enter a few characters of the client's name the payment is being advanced for and click the **Search** button.

Disbursement ID: Posted: Cleared: Date Booked:	65 	Entity Type: Payee: Bank Name: Bank Account ≠: GL Account:	Carrier Hartford Insurance Bank of America 209902025 02.001.0000.000	e Group).00.100000 Trust A	ccount		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Payment Advance Disbursement Paction
Date Created: Created By:	9/3/2008 Betsy Cormier [Balance: Disbursement Amount: Estimated Balance: Check #: Description:	\$149,050.00 \$0.00 \$149,050.00 Deposit for Mark C	Cormier Per			or sourcement Posting
isbursement Summary	Pay All Selected	Print	Post	Abort	Save	Add Row]
Payment Adva	<pre>// https://nex</pre>	cweb26.nexsur	e.com/?Disb	ourI		[4	Add New Payment Advance]
Details					Description	Amo	ount Remove

Click to highlight the client's name and click the **OK** button.

Note: Search results list inactive client names in the **Select Name** box appended with an **(i)**. In the case of duplicate clients, active clients with the same client name are listed immediately above the inactive client name.

ne su	Ire
Enter at least 2 characters of the name and click search.	
cormier Search	
Select Name	
Cormier Retail Client Services, Inc. Mark Cormier Vincent Cormier Vincent Cormier (i)	
Click OK to confirm selection or click Cancel to return to previous screen.	
OK Cancel	

After selecting the client, the payment amount must be entered. To do this, click on the **Details** icon beside the client's name.

Disbursement ID: Posted: Cleared: Date Booked: Date Created: Created By:	65 9/3/2008 9/3/2008 Betsy Cormier	Entity Type: Payee: Bank Name: Bank Account : GL Account : Disbursement Amount: Estimated Balance: Check #:	Carrier Hartford Insuranc Bank of America 20902025 02.001.0000.000 \$149,050.00 \$149,050.00	e Group 0.00.100000 Trust Ac	count		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Payment Advance Disbursement Posting
		Description:	Deposit for Mark (Cormier Per			
sbursement Summa	Pay All Selected	Print	Post	Abort	Save	Add Row	
Payment A	dvance					[Add New Payment Advance]
Payment A	dvance ils Name	Advance II)	Policy #	Description	[An	Add New Payment Advance]

On the pop-up screen enter the amount being advanced in the **Advance Amount** field. Enter a **Policy #** reference and **Description** in the spaces provided. The information entered does not display on the Payment Advance Invoice on the Client's Account. To complete and save the payment amount, click the **OK** button on the screen.

Payment	ne sure
Client Name:	Mark Cormier
Advance Amount:	580.00
Policy #:	PA1234
Description:	Mark Cormier Downpay Auto Policy
	Ok Cancel

The Payment amount now shows up on the Payment Advance summary screen. If the item is incorrect and the amount needs to be altered, click the **Details** icon and edit the amount. If the item needs to be removed, click the **Remove** icon on the right side of the client information. Notice that the payment amount now is displayed in the header beside the disbursement amount.

disb	ursements							1		
	Disbursement ID: Posted: Cleared: Date Booked: Date Created: Created By:	65 9/3/2008 9/3/2008 Betsy Cormier	Entity Type: Payee: Bank Name: Bank Account =: GL Account: Disbursement Amount: Estimated Balance: Check =: Description:	Carrier Hartford Insurance Bank of America 209902025 02.001.0000.000 \$149.050.00 \$580.00 \$149.470.00 Deposit for Mark C	a Group 0.00.100000 Trust Cormier Per	t Account	1	Quick Na Disburser General L Accounts Reconcili Invoices Payment Disburser	vigation ment Header edger Payable ation Advance ment Posting	
Dis	sbursement Summa	ry Pay All Selected	Print	Post	Abort	Save	Add Row			
										8
	Payment Ad	vance					[Add New Pay	/ment Advance]	
	Detai	ls Name	Advance II	D F	Policy #	Description	An	nount	Remove	
		Mark Corm	ier 6	5	PA1234	Mark Cormier Downpay Policy	y Auto	\$580.00		

CHAPTER 9

Clicking the **Disbursement Posting** link on the right side of the screen shows all the general ledger accounts and the amounts that will be posted to each with this disbursement.

disbursements Disbursement ID: Posted: Date Booked: Date Created: Created By:	65 9/3/2008 9/3/2008 Betsy Cormier	Entity Type: Payee: Bank Name: Bank Account =: GL Account: Balance: Disbursement Amount: Estimated Balance: Check =:	Carrier Hartford Insuranc Bank of America 209902025 02.001.0000.000 \$149,050.00 \$580.00 \$148,470.00	e Group 9.00.100000 Trust	Account		Quick Navigation Disbursement Header General Ledger Accounts Payable Reconciliation Invoices Payment Advance Disbursement Posting
Disbursement Summa	ry Pay All Selected	Description:	Deposit for Mark (Cormier Per Abort	Save	Add Row	
	Disbursement Posting <u>Account</u> 02.001.0000.0 02.001.0000.0	t Number 000.00.110000 000.00.00000	Account Account Trus	t Description is Receivable it Account	De	it \$580.00 \$0.00	Credit \$0.00 \$580.00
					Total:	\$580.00	\$580.00

To post the disbursement, click the **Post** link on the Navigation toolbar. Nexsure checks to make sure the disbursement is in balance and provides a message of the confirmation. This also allows the ability to abort the post should there be doubt as to the disbursement. Click the **OK** button to abort the post or **OK** to finalize the post.

	ne sure
Disbursement is in balance! Total Amount = \$580.00	
Do you wish to Post? Select Cancel to return to disbursement or OK to Post.	
OK	Cancel

Clicking the **Print** link on the Navigation toolbar after the disbursement is posted now allows the selection of not only the summary, but also a check type if the Disbursement Method selected was a check. Depending on what type of check is being used determines what is selected. Click on the check type being used and click the **OK** button at the bottom right of the screen.

disbursements Disbursement ID: Posted:	65 9/3/2008	Entity Type: Payee:	Carrier Hartford Insuranc	e Group			Quick Navigation Disbursement Header General Ledger
Cleared: Date Booked:	9/3/2008	Bank Name: Bank Account #: GL Account:	Bank of America 209902025 02.001.0000.00	0.00.100000 Trust A	Account		Accounts Payable Reconciliation Invoices Payment Advance Disbursement Posting
Date Created: Created By:	9/3/2008 Betsy Cormier	Balance: Disbursement Amount: Estimated Balance: Check #: Description:	\$149,050.00 \$580.00 \$148,470.00 Deposit for Mark	Cormier Per			
Disbursement Summa	Pay All Selected	Print	Reverse	Abort	Save	Add Row	j

Confirming the Posted Payment Advance Invoice on the Client's Account

Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **transactions** tab and the **transaction summary** tab.

In the **Select View** drop-down box at the top of the screen, select **Detail Assigned** option, the screen refreshes showing all recent activity. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

Notice that the payment advance is on the client transactions with a **Type** of **Invoice** along with the **Transaction ID#** should it need to be looked up later. The total amount due on the invoice when the item is paid in full shows a balance for the amount of the disbursement. This indicates that the payment has not been either received or applied to the advance.

nexs	sure								Home H	elp setup logou
		SEARCH ORGA	NIZATION RE	PORTS CAM	PAIGNS			Book	marks: Expand Add	Remove Selected 🐗
CLIENT PRO	OFILE OPPO	RTUNITIES MAR	RKETING POI	LICIES CLAI	MS SERVICING	ATTACHMENT	S ACTIONS	TRANSACTIO	NS DELIVERY T-L	OG
Client Na	me: Mark C	ormier							•	Personal Account
transaction	summary cl	ient balance summa	ry list bill pla	ns						
Select Vie	w: Detai	l Assigned	•					[Ac	d Master Invoice]	[Add New Invoice]
Select Clie	ent:		•		🛛 🖣 Showing F	Page 1 of 1 🕨 🕅			s	earch Filter: [Show]
Details	Effective Date	Date Booked	Status	Туре	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount Remove
	9/3/2008	9/3/2008	Posted	Invoice	-	637	-	-	Agency Bill	\$580.00
									Unassigned Balance	\$580.00
									Account Balance	\$580.00
							J	list bill plans 人 cl	ient balance summary	transaction summary

Clicking the **Details** icon of **Invoice ID 637** shows the detail of the Advance Bill with a **Description** of **Advance Payment Invoice**. There is no reverse option on this type of Invoice because it can only be reversed at the point of creation, which in this case is a disbursement.

Note: The Payment Advance Invoice ID# is not related to the Disbursement that created the invoice. Be sure to enter a policy number and description including the client's name when the Disbursement is created.

Invoice ID:0000637 Created By:Betsy Corr	nier				Da Effe E	te Created:9/3 active Date:9/3 Will Method :Ag	8/2008 8/2008 ency Bill	-Invoice Header Invoice Bill To Premiums	
Bill To:Mark Corn	nier				Inv	oice Status:Po	sted	Taxes	
Address:12 David D)r				Invoi	ce Amount:	\$580.00	Agency Commissions	
City:Hudson					Ar	nount Paid:	\$0.00	Invoice Posting	
State:NH	Zip:03051				Invoi	ce Balance:	\$580.00		
Phone:(603) 882	-2188					Delivered: N	A		
ransaction Summary	Print	Deliver			Reverse Now				
								_	
nvoice Bill To						[Change	Bill To]		
Bill To:	Mark Cormier								
intity Type:	Client								
rimary Contact			Mailing Add	ress					
lame:	Mark Cormier		Address:		12 David Dr				
Title:	Producer		City:		Hudson				
mail:	NexsureContact@ac	ol.com	State:		NH	Zip: 03051			
<u>Bill To Log:</u>	Bill To Type:	Eatity/Name			Changed	By			
vate changed	biir to type.	Entry Name			Changeo	by			
You do no	t have a policy	, attached	to invoic	e numh	er: 637.				
i ou do no	c nave a pone,	uttueneu		c numb					
						[Add N	Feel		
ees	the of		C		D-t-	[Add N	ewree		
etailsType Level/ Busi	ness Des	ription	Type	Taxable	Type Rate Ba	isis Due R	emove		
Fee Inv	oice Advance	e Payment voice	lo Commission		Flat 580 \$58	0.00\$580.00			
*									

To clear the amounts after the cash receipt is added, follow the instructions in the section, "Leave Payment on Account – Residuals", in this chapter. Advance Payment Invoices are not reversed at the client level. If necessary, reverse the Disbursement that created the Advance Payment, not the resulting invoice.

Notes

Client Reconciliation to Clean Up Client Accounts Receivable

When invoices are reversed on client accounts, this will leave invoices to appear as if they have not been closed by applying either a receipt or disbursement to them. This can also occur when return premium invoices and additional premium invoices should be offset to one another. To clear these open invoices a Client Reconciliation is used. The details below show how to use the Client Reconciliation for a policy that was invoiced and cancelled flat.

First, looking at the client's account, click the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **transactions** tab and the **transaction summary** tab.

In the **Select View** drop-down box at the top of the screen, select **Detail Assigned** option, the screen refreshes showing all recent activity. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

The two invoices that should be cleared are shown below. In the Detail Assigned view they each have an Invoice Balance that needs to be cleared. Take care of the Unassigned Invoice Balances through a **Client Reconciliation**.

LIENT PRO	FILE OPPORTUN	ITIES MARKETI	NG POLICIES C	CLAIMS SE	RVICING ATTACH	HMENTS ACTIONS	TRANSACTIONS	DELIVERY T-LOG			
ient Nar	ne: Jolt Electri	c, LLC								► Con	nmercial Acc
nderwriting	policy info as	signment attach	ments actions q	ualification	history transactio	ons claims summar	y of insurance cla	ssifieds delivery			
Select Vie Select Clie	w: Detail Assigne	ed 💌							[Add Master I	invoice] [Add Ne Search Filt	w Invoice] ter: [Show]
					🕅 🖣 Showing Pag	je 1 of 1 🕨 🕺 🚺 🔽	Total Rows: 2			Display: Defai	ult (10) 🔽
Invoice Ti	ransaction Summa	iry			M Showing Pag	je 1 of 1 🕨 🕺 🔽	Total Rows: 2			Display: Defai	ult (10) 💌
(nvoice Ti Details	ransaction Summa	Date Booked	Status	Туре	K Showing Pag	Invoice ID	Total Rows: 2 Policy Number	Description	Bill Method	Display: Defai	Remove
invoice Ti Details	ransaction Summa Effective Date 11/06/2009	Date Booked	Status Posted Reversed	Type Invoice	V Showing Pag Transaction ID	Invoice ID Master Invoice ID -11254/11253	Total Rows: 2 Policy Number IM-800000	Description Equipment Floater	Bill Method Agency Bill	Amount (\$2,100.00)	Remove
nvoice Ti Details	ransaction Summa Effective Date 11/06/2009	Date Booked	Status Posted Reversed	Type Invoice	I Showing Pag Transaction ID	Invoice ID Master Invoice ID -11254/11253	Total Rows: 2 Policy Number IM-800000	Description Equipment Floater	Bill Method Agency Bill Unassigned Balance	Display: Defai Amount (\$2,100.00) (\$2,100.00)	Remove
Invoice Ti Details	ransaction Summa Effective Date 11/06/2009 11/06/2009	Date Booked 11/06/2009	Status Posted Reversed Posted Reversed	Type Invoice Invoice	Transaction ID	Invoice ID Master Invoice ID -11254/11253	Total Rows: 2 Policy Number IM-800000 IM-800000	Description Equipment Floater Equipment Floater	Bill Method Agency Bill Unassigned Balance Agency Bill	Display: Defau Amount (\$2,100.00) (\$2,100.00) \$2,100.00	Remove
Invoice Tr Details	ransaction Summa Effective Date 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009	Status Posted Reversed Posted Reversed	Type Invoice Invoice	K Showing Pag Transaction ID	Invoice ID Master Invoice ID -11254/11253 11253/-11254	Total Rows: 2 Policy Number IM-800000 IM-800000	Description Equipment Floater Equipment Floater	Bill Method Agency Bill Unassigned Balance Agency Bill Unassigned Balance	Display: Defat Amount (\$2,100.00) (\$2,100.00) \$2,100.00 \$2,100.00	Remove

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

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	
card file branches locations employees accounting vendors entity associations summary setup invoicing setup general ledger bank accounts transactions batch summary transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation in	ivoices
Filter:	[Show] [Add New Reconciliation]

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

Reconciliation		ne sure
Select Entry:		
Entity Type:	Client	
Enter at least 3 ch and/or Address an	aracters for Entity Name, L d click search.	ocation Name,
Entity Name:	jolt	
Location Name:		
Address:		Search
Select Name:		
Jolt Electric, LLC	2	
Select Address:		
Office[455 Lowe	ell Road]	•
Click OK to confirm	n selection. Cancel to retur	n to summary.
	OK	Cancel

In the **Entity Type** list, select **Client**. Enter at least 3 characters of the name of the client and click **Search**. Select the client's name from the search results and click **OK** to display the **reconciliation** tab.

Note: Inactive clients are listed in the **Select Name** search results appended with an (i). In the case of duplicate client names, the active client name is listed immediately before the inactive client of the same name.

reconciliation							
Reconciliation ID: 335 Entity Type: Client Name: Jol: Electric, LLC Posted: Date Booked: Date Booked: Date Created: 11/06/2009 Created By: Mary Oberleiner	Gen Red	Credits Total: \$0.01 Debits Total: \$0.01 eral Ledger Total: \$0.01 Journal Total: \$0.01 conciliation Total: \$0.01 Out of Balance: \$0.01 Description:		AR Balan	ce: \$0.00		Quick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting
Reconciliation Summary	Print	Post	Abort	Save	Add Row	Delivery]
Dat Da (100 Cl 18te (250 Cl	Name: Jolt Electi 455 Lowe Beoked: 11/06/2 reription: nal Note: ar. Max)	Hc, LLC Road 22221 009					

The client's accounts receivable balance displays as the **AR Balance** in the reconciliation header. In the **Description** input field enter a description for reports. Enter an **Internal Note** if desired. The description will be saved in the reconciliation header.

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

reconciliation								
Recenciliation ID: 335 Entity Type: Client Name: Jolt Electric, LLC Posted: Date Booked: 11/06/2009 Date Created: 11/06/2009 Date Created By: Mary Oberleitner	Genera Recon	Credits Total: \$0.00 Debits Total: \$0.00 al Ledger Total: \$0.00 Journal Total: \$0.00 nciliation Total: \$0.00 Dut of Balance: \$0.00 Description:		AR Balan	ce: \$0.00		Quick Navigation Header General Loger Transaction Activity Journal Transactions Association Summary Reconciliation Posting	
Reconciliation Summary	Print	Post	Abort	Save	Add Row	Delivery		
								8
Transaction Association		K 4 :	Showing Page 0 of 0	🕨 🔽 Total Rov	vs: 0		[Add New	d
			There are no results i	for this search criteria.				

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

Descrip	tion:							[Transactions As	sociations] Search	Filter: [Show]
[Desele	ct All]				Showing Page 1 of 1	• N 1 🗸	Total Rows: 1			Display: D	efault (10) 🔽
Credit	Transactions availa	ıble:									
Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
	11/06/2009	-11254/11253	Jolt Electric, LLC	IM-800000	Invoice/Term Policy	Premium	Premium	(\$2,100.00)	(\$2,100.00)	0.00	(\$2,100.00)
							This Page Total: All Pages Total:	(\$2,100.00) (\$2,100.00)	(\$2,100.00) (\$2,100.00)	\$0.00 \$0.00	(\$2,100.00) (\$2,100.00)
[Desele	ct All]				Showing Page 1 of 1	▶ N 1 💌	Total Rows: 1			Display: D	efault (10) 🔽
Debit	Transactions availa	ble:									
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	11/06/2009	11253/-11254	Jolt Electric, LLC	IM-800000	Invoice/Term Policy	Premium	Premium	\$2,100.00	\$2,100.00	0.00	\$2,100.00
							This Page Total: All Pages Total:	\$2,100.00 \$2,100.00	\$2,100.00 \$2,100.00	\$0.00 \$0.00	\$2,100.00 \$2,100.00

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

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

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

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

onciliation											
Reconci En Dat Date Ci	liation ID: 335 tity Type: Client Name: Jolt Elec Posted By: te Booked: 11/06/2 e Created: 11/06/2 reated By: Mary Ob	tric, LLC 2009 2019 serleitner	C General L J Reconcil Ou	redits Total: \$0.00 Debits Total: \$0.00 .edger Total: \$0.00 ournal Total: \$0.00 liation Total: \$0.00 t of Balance: \$0.00 Description:		AR B	alance: \$0.00		ſ	Quick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting	
econciliation 9	Summary		Print	Post	Abort	Save	Add Row	Del	ivery		
Transact Description (Deselect / Credit Tr Select	tion View n: All] ansactions availa Effective Date	ble: Item #	Name: Client Bill To	Policy Number	K 4 Showing Page 1 of Transaction/Bill Type	1 ▶ N 1 ♥ Line Type	Total Rows: 1 Description	(Original Amount	(Transactions Balance	Associations] Search Display: [Amount to Apply	n Filter: [Show] Default (10) 🔽 New Balance
	11/06/2009	-11254/11253	Jolt Electric, LLC	IM-800000	Invoice/Term Policy	Premium	Premium This Page Total: All Pages Total:	(\$2,100.00) (\$2,100.00) (\$2,100.00)	(\$2,100.00) (\$2,100.00) (\$2,100.00)) -2,100.00) (\$2,100.00)) (\$2,100.00)	\$0.00 \$0.00 \$0.00
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Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
	11/06/2009	11253/-11254	Jolt Electric, LLC	IM-800000	Invoice/Term Policy	Premium	Premium This Page Total: All Pages Total:	\$2,100.00 \$2,100.00 \$2,100.00	\$2,100.00 \$2,100.00 \$2,100.00	2,100.00 \$2,100.00 \$2,100.00	\$0.00 \$0.00 \$0.00

Click the **[Transactions Associations]** link to complete the application of debits and credits and **[Add New]** to complete another application of debit to credit(s) or credit to debit(s) if necessary. Clicking **[Transactions Associations]** displays the **Transaction Association** screen with the association line item and updates the reconciliation header totals.

reconciliation										
Reconciliation ID Entity Type Name Posted Posted By Date Booked Date Created Created By	: 335 : Client : Jolt Electric, LLC : : : : : : : 11/06/2009 : 11/06/2009 : 11/06/2009 : Mary Oberleitner	Gene Reco	Credits Total: (\$2,10 Debits Total: \$2,10C ral Ledger Total: \$0,00 Journal Total: \$0,00 Out of Balance: \$0,00 Description:	0.00) .00	AR Balanc	re: \$0.00		Quick Navigation Header General Ledger Transaction Activity Journal Transaction Association Summa Reconciliation Posti	n rs rry ing	
Reconciliation Summary		Print	Post	Abort	Save	Add Row	Delivery	<u>i</u>		
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Transaction Asso	ociation									
Details	Recon ID	Transaction Type Item ID From	Item Fr	om Amount	Transaction Ty Item ID To	pe	Item To Amount	Description	Remove	
	335-1	Invoice 11254	(\$2,	100.00)	Invoice 11253		\$2,100.00		B	

To edit the association from the **Transaction Association**, click the **Details** icon to display the **Transaction View**. Edit as needed and click the **[Transactions Associations]** link to save any changes and return to the **Transaction Association**.

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

Click the **Reconciliation Posting** link in the **Quick Navigation** panel to view the reconciliation posting details. Due to the posting rules setup for this example, the People Commission Payable accounts are affected. Click **Print** on the **Navigation** toolbar to print a **Reconciliation Summary** report. Click **Abort** prior to posting to remove all applications of debits and credits and delete the reconciliation.

reconciliation									
Reconciliation ID Entity Type Name Posted Posted By Date Booked Date Created Created By	: 335 : Client : Jolt Electric, LLC : : 11/06/2009 : 11/06/2009 : Mary Oberleitner	Gene Rec	Credits Total: (Debits Total: \$ aral Ledger Total: \$ Journal Total: \$ onciliation Total: \$ Out of Balance: \$ Description:	[\$2,100.00) \$2,100.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		AR Balan	ce: \$0.00		Quick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting
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		Account	lumber		Account Descri	ption	Debit	Credit	
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		25.001.0000.00	0.00.201000	Pe	sople Comm Pay	able-Due Tabali	\$71.40	\$0.00	
						lotal:	\$142.80	\$142.80	

Click **Post** on the navigation toolbar to complete the reconciliation. Once posted, the reconciliation may be **Reversed** to reverse all applications of debits and credits in the reconciliation.

Click the **Reconciliation Summary** link to leave the reconciliation and return to the **reconciliation** tab summary.

Clearing up a client's accounts receivables may include writing off balances. Refer to, "Client Reconciliation for Writing Off Balances", in this chapter.

Confirming the Reconciliation Transaction Activity on the Client's Account

Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **transactions** tab and the **transaction summary** tab.

In the **Select View** drop-down box at the top of the screen, select **Detail Assigned** option, the screen refreshes showing all recent activity. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

Notice that the credits and debits are displayed on the client transactions with a **Type of Recon/Transaction Activity** along with the **reconciliation ID#** in the **Transaction ID** column should it need to be looked up later. The total amount due on the invoices (when the item is paid in full) shows an unassigned balance for the invoices of zero (\$0.00).

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Select Vie	ew: Detail Assi	gned 💌							[Add Master Invo	ice] [Add New Search Filte	w Invoice] er: [Show]
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Invoice Details	Transaction Sum Effective Date 11/06/2009 11/06/2009 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009 11/06/2009 11/06/2009 11/06/2009	Status Posted Reversed Posted Reversed	Type Invoice Recon/Transaction Activity Invoice Recon/Transaction Activity	Transaction ID	Invoice ID Master Invoice ID 11253/- 11254 -11254/11253	Policy Number IM-800000 IM-800000 IM-800000 IM-800000	Description Equipment Floater Equipment Floater	Bill Method Agency Bill Agency Bill Unassigned Balance Agency Bill Unassigned Balance	Amount \$2,100.00 (\$2,100.00) \$0.00 (\$2,100.00) \$2,100.00 \$0.00	Remove

Client Reconciliation for Writing Off Balances

Client Reconciliation provides the means to write off accounts receivable balances. Prior to writing off balances, the agency must set up general ledger expense accounts that will be used in the write-off process. To add a general ledger account number, refer to "General Ledger Setup", in Chapter 4, *Accounting Training Manual*.

Nexsure security settings can be modified to secure balance write-off and to add accounts receivable writeoff limits to control the maximum threshold that can be written off in a single transaction. Thresholds may be established globally and per user rights template.

Journal Transactions Link Security

To permit access to the **Journal Transactions** link in client reconciliation select **View** in the **Client Write Off Rights** check box under the **Core Component Reconciliation**.

On the **Utility** menu click **SETUP** then **Security Administration** on the **Setup Console**. Click the **user rights templates** tab and select the security template to be modified. Click [Edit]; select **Reconciliation** in the **Core Components** list. Under **Rights** select **View** to activate the **Journal Transactions** link for users assigned to the template. Click [Save].

For additional help refer to "Security", in Chapter 9, Admin Training Manual.

Write-Off Controls

To establish **Write Off Controls**, click **SETUP** on the **Utility** menu and select **Security Administration** on the **Setup Console**. Click the **controls** tab. The **Controls - Search View** screen displays with a listing of all current controls.

Note: Grant security to access the controls tab in SETUP > Security Administration > user rights templates > [Edit] the selected template > Core Components > Setup > Controls in the Rights area. View activates the controls tab. Add activates the [Add New] link on the controls tab. Modify activates the Details ricon and permits changes to controls. Delete activates the Remove ricon on the controls tab.

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Use the navigation below to access Nexsure setup information.		
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Lookup Management Opportunities Print Blank Forms Programs Document Templates	Accountant Admin Accountant Employee Transactions Threshold Curre Control Transactions pdf security T	ncy \$25.00 Susan 6/3/2008 Active 🖶
Security Administration		



Click [Add New] to display the Add Control screen. Required fields are indicated by an asterisk (*).

Field Name	Description					
Name	Enter name to easily identify controls in later selections.					
Description	Enter a description to further expand on the Name .					
Active	The Active check box is checked by default. If Active status is checked, control is available for use. If unchecked, control is not available for use.					
Туре	Select Employee Control, the only selection available.					
Area	Select Transactions, the only selection available.					
Category	Select Threshold Max, the only selection available.					
Category Format	Select Currency , the only selection available.					
Category Value	Enter the limit value for the category Threshold Max . This field requires a positive amount. There is no set write off limit for a credit transaction.					
Apply Security Template	 Two options are available: No Template: The control will be applied to all staff members globally and will not be associated with a specified security template. Tip: A subsequent control can be added that is associated with a specific security template that will override the global control. There can be global control settings and specific security template control settings working at the same time. Specific Template: Select this option to associate the control to a specific security template. In the User Templates Type list select an entity type to filter the list of available security templates. In the User Templates Type list, select the specific template to associate with the control. Only one control may be associated with a security template. 					

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Color Schemes	Description: Standard Write Off for Date:	
Integration	* Type: Employee Control Last Updated By:	
± Downloads	* Area: Transactions 🔽 Date:	
Lookup Management	* Category: Threshold Max	
Print Blank Forms	* Category Format: Currency * Category Value:	10.00
Programs	Category roman Category vander	10.00
Document Templates	Apply Security Template: O No Template 💿 Specific Template	
Security Administration	Entity Types: Organization	
	User Templates Types:Please Select Account Manager Accountant Administrator V	
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Click [Update] to add the new control to Nexsure. Click [Controls] to return to the Controls - Search View screen without saving entered information.



To edit a control, click its **Details** icon and display the **Edit Control** screen. Click **[Update]** to save changes or **[Controls]** to return to the **Controls – Search View** screen without saving entered information.

Write-off a Balance

The details below show how to use the **Journal Transactions** link in a **client reconciliation** to write off a small balance left on a client's account.

First, looking at the client's account, click the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client name; click the **TRANSACTIONS** link on the **Client** menu to view the transaction summary tab. The default view is **Detail Assigned** with recent activity shown. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

The client has a residual payment of \$2,800.00 and an invoice of \$2,805.00 resulting in a balance of \$5.00. We will use client reconciliation to first apply the residual payment to the invoice and then write off the \$5.00 account balance.



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

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SEARCH ORGANIZATION REPORTS CAMPAIGNS	Bookmarks: Expand Add Remove Selected 🐗
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 employees accounting vendors entity associations	
summary setup invoicing setup general ledger bank accounts transactions back summary transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation in Filter: [voices Show] [Add New Reconciliation]

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

Reconciliation		ne sure
Select Entry:		
Entity Type:	Client	•
Enter at least 3 ch and/or Address and	aracters for Entity Nam d click search.	e, Location Name,
Entity Name:	jolt	
Location Name:		
Address:		Search
Select Name:		
Jolt Electric, LLC		
Select Address:		
Office[455 Lowe	ell Road]	•
Click OK to confirm	n selection. Cancel to n	eturn to summary.
	0	K Cancel

In the **Entity Type** list, select **Client**. Enter at least 3 characters of the name of the client and click **Search**. Select the client's name from the search results and click **OK** to display the **reconciliation** tab.

Note: Inactive clients are listed in the **Select Name** search results appended with an **(i)**. In the case of duplicate client names, the active client name is listed immediately before the inactive client of the same name.

reconciliation								
Reconciliation ID Entity Type Name Posted Date Booked Date Created Created By	: 336 : Client : Jolt Electric, LLC : : 11/06/2009 : 11/06/2009 : Mary Oberleitner	Gen Rec	Credits Total: \$0.00 Debits Total: \$0.00 aral Ledger Total: \$0.00 Journal Total: \$0.00 Out of Balance: \$0.00 Description: Apply an)))) \$2800 to W/C policy	AR Balan	:e: \$3.00		Quick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Association Summary Reconciliation Pessing
Reconciliation Summary		Print	Post	Abort	Save	Add Row	Delivery]
	Date B Dasc (100 Cha Intern (250 Cha	Name: Jolt Electr 455 Lovel Brea C.3 looked: <u>11/06/21</u> microscience and wr Nax2 Nax2	ic.LLC Road 2029 : 2029 : 2020 to W/C po ite off \$5	licy A				

The client's residual balance displays as the **AR Balance** in the reconciliation header. In the **Description** input field enter a description for reports. Enter an **Internal Note** if desired. The description will be saved in the reconciliation header.



To apply the residual payment to the invoice, click the **Transaction Activity** link In the **Quick Navigation** panel to display the **Transaction Association** screen. Clicking a link in the **Quick Navigation** panel will save information entered in the reconciliation header input fields.

nciliation											
Reconcil En P Date Date Cr	liation ID: 336 tity Type: Client Name: Jolt Ele Posted By: e Booked: 11/06/ created By: Mary C	ctric, LLC 2009 2009 berleitner	Ge	Credits Total: (\$ Debits Total: \$2 neral Ledger Total: \$2 Journal Total: \$2 Out of Balance: \$2 Description: Ap an	2,800.00) 2,800.00 5,00 5,00 5,00 5,00 5,00 5,00 to W/C po	Ai	R Balance: \$5.00			Quick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting	
conciliation S	Summary		Print	Post	Abort	Save	Add Row	De	livery		
Description [Deselect / Credit Tra	a: Apply \$2800 All] ansactions avail	to W/C pol	icy and write off \$5		🕅 🖣 Showing P	Page 1 of 1 ▷ 🕅 🚺	 Total Rows: 1 		Transactions	Associations] Search	Default (10)
Select	Effective Date	Item #	Name: Client Bill To I	Policy Number Tra	nsaction/Bill Type	Line Type	Description	Original Amount	Balance	e Amount to Apply	New Balance
	11/06/2009	203	Jolt Electric, LLC	R	eceive Payment	Receive Payment	Desc: W/C premium	(\$2,800.00)	(\$2,800.00) -2,800.00	\$0.00
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Debit Tra	insactions availa	ble:									
Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill 1	Type Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
	11/06/2009	11256	Jolt Electric, LLC	WC-900000	Invoice/Endorser	ment Premium	Premium	\$2,805.00	\$2,805.00	2,800.00	\$5.00
							This Page Total: All Pages Total:	\$2,805.00 \$2,805.00	\$2,805.00 \$2,805.00	\$2,800.00 \$2,800.00	\$5.00 \$5.00

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

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

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

Selection of transactions automatically fills in the **Amount to Apply** with the total transaction amount. The amount may be adjusted. In this example, the **Debit Amount to Apply** was edited to \$2,800 to equal the credit amount. The total credits must equal the total debits with a balance of \$0.00.

Click **Save** on the navigation toolbar to display the total of selected debits and credits in the reconciliation header and continue working.

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

application are not available for a new association.

Click the **[Transactions Associations]** link to complete the application of debits and credits. Clicking **[Transactions Associations]** displays the **Transaction Association** screen with the association line item and updates the reconciliation header totals. Additional application of debit to credit(s) or credit to debit(s) may be completed by clicking **[Add New]** from the **Transaction Association** screen. Invoices used in an existing

To write off the \$5.00 balance after application of the residual payment, first click the **General Ledger** link in the **Quick Navigation** panel to select the general ledger account and amount to write-off.

re	econciliation									
	Reconciliation ID: Entity Type: Name: Posted: Date Booked: Date Created: Created By:	336 Client Jolt Electric, LLC 11/06/2009 11/06/2009 Mary Oberleitner	Gene Rec	Credits Total: (: Debits Total: \$ ral Ledger Total: \$ Journal Total: \$ Out of Balance: \$ Description: a	\$2,800.00) \$2,805.00 \$0.00 \$5.00 \$5.00 \$5.00 Apply \$2800 to W/C policy In	AR Balance	⊧ \$5.00		Quick Navigation Header General Ledger Transaction Activity Journal Transactions Autochant Suction Reconclistion Posting	
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			Seneral Ledger							
		- P	Account N	ımber	Description	Debit	Credit	1099 LID # Rem	love	
		L								
					Totals	\$0.00	\$0.00			
					Total to write of	f: \$0.00	\$0.00	-		

Click the **Add Row** link in the **Navigation** toolbar; click the **Account Number** Ellipsis ... icon to search for the general ledger account number to write the balance off to. The write-off may be expensed to the **Branch**, **Department** or **Unit** depending on the search criteria entered in the search pop-up. Select the general ledger account number and click **OK** to continue.

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Region: T	raining - Implementa	Branchy Training - Implementa V
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		Unit:
Classification: /	All 💌	
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Type		
Type:	¥.	
Filter part of the ger	eral ledger number or name or bo	oth and click "Search". General Ledger Number Search
25.001.0001.001.0	0.700500 - Balance Write-Off	
		Cancel OK

Enter a **Description** for reports and the amount to be written off in the **Debit** column. Use the **LID** link to apply to an employee. The credit offset is applied through the **Journal Transactions** link.

reconciliation											
Researchistics ID:	226		Condian Tanala (di	800.00)	AD Deleges					Quick Navigation	
Reconcination 10:	336		Credits Total: (5.	(,800.00)	An balance	: \$5.00				Hander	
Entity Type:	Client		Debits Total: \$2	,800.00						General Ledner	
Name:	Jolt Electric, LLC	Gene	ral Ledger Total: \$5	.00						Transaction Activity	
Posted:			Journal Total: \$0	.00						Journal Transactions	
0.1.10		Rec	onciliation Total: \$5	.00						Association Summary	
Posted By:			Out of Balance: \$5	.00						Reconciliation Posting	
Date Booked:	11/06/2009										
Date Created:	11/06/2009										
Created By:	Mary Oberleitner		Description: Ap an	ply \$2800 to W/C policy 							
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		25.001.0001.001.00.700	500 Balance W		5.00	0.00		. (0 🖬	8	
11							_	_			
	-			Totals	\$5.00	\$0.00					
				Total to write of	\$0.00	\$5.00					

Click the **Journal Transactions** link in the **Quick Navigation** panel to display the **Client Journal Associations** screen. Note the reconciliation header is out of balance by the **General Ledger Total** of \$5.00.

Reconciliation ID: 336 Credits Total: (\$2,800.00) AR Balance: \$5.00 Entity Type: Client Debits Total: \$2,800.00 Name: Joit Electric, LLC General Ledger Total: \$5.00 Posted: Journal Total: \$5.00 Posted: Journal Total: \$5.00 Date Bookde: 11/06/2009 Out of Balance: \$5.00 Created By: Mary Oberleitner Description: Apply \$2800 to W/C policy am.	reconciliation									_
Reconciliation Summary Print Post Abort Save Add Row Delivery Journal Associations [Add New] < Showing Page 0 of 0 > Total Rows: 0	Reconciliation ID: 336 Entity Type: Client Name: Jolt Electric Posted By: Date Booked: 11/06/200' Date Created: 11/06/200' Created By: Mary Oberfe	;, LLC Gene Reci 9 9 sitner	Credits Total: (\$2,8 Debits Total: \$2,8 ral Ledger Total: \$5,0 Journal Total: \$0,0 nciliation Total: \$5,0 Out of Balance: \$5,0 Description: Apply an	00.00) 10.00 10.	AR Balanc	:e: \$5.00		Quick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting		
Journal Associations [Add New] M < Showing Page 0 of 0 >> M Total Rows: 0 There are no results for this search criteria.	Reconciliation Summary	Print	Post	Abort	Save	Add Row	Delivery			
Journal Associations [Add New] [Add New] Total Rows: 0 There are no results for this search criteria.										a
There are no results for this search criteria.	Journal Associations		ИЧ	Showing Page 0 of 0	🕨 🔽 Total Row	s: 0			[Add New]	
				There are no results	for this search criteria.					

Click [Add New] to display the Client Journal Transaction View screen. Enter a Description for reports. Select the General Ledger items available to write off and then the Transactions available to write off. The Amount to Write Off field pre-fills when a transaction is selected and may be edited.

Reconcili Ent Po Date Date Cre	iation ID: 336 tity Type: Cli Name: Jolt Posted: Dosted By: a Booked: 11/ Created: 11/ eated By: Man	5 ent Electric, Ll 06/2009 06/2009 Ty Oberleitn	.C er	Cre De General Le Jou Reconcilia Out	dits Total: (\$2,800.0 ibits Total: \$2,800.00 dger Total: \$5.00 rimal Total: (\$5.00) ition Total: \$0.00 of Balance: \$0.00 escription: Apply \$28 an	0) 0 800 to W/C policy	AR B	alance: \$5.00			Quick Nav Header General Le Transactio Journal Tra Associatio Reconcilia	vigation adger in Activity ansactions ans Summary tion Posting	
conciliation S	ummary		Pri	nt	Post	Abort	Save	Add	d Row	Delivery			
Journal Tr Description: [Deselect All	Apply \$280	View 0 to W/C	policy and write o	off \$5		Showing Page 1 (f1)⊧∦ 1 v	Total Rows: 1	L	[]0	urnal Associatio	Display: De	Filter: [Show]
General Le	edger items a	vailable:											
Select	Journal T	ype	Item #		General Ledger Num	ıber	De	escription	Origina	Amount I	Ai Balance	mount to Journal	New Balance
V	General Le	edger	336-J1	25.001.00	01.001.00.700500 B	alance Write-Off				\$5.00	\$5.00	\$5.00	\$0.00
								This Page Total All Pages Total		\$5.00 \$5.00	\$5.00 \$5.00	\$5.00 \$5.00	\$0.00 \$0.00
					И	Showing Page 1 (Display: De	fault (10) 🔽
[Deselect All	u –					(Showing Page 1 (I I M I M	Total Rows: a	,				radic (xo)
[Deselect All	lj ons available:		_			(Showing Page 1 (Total Rows! 3	,				
[Deselect All	ij ons available: fective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Typ	e Line Type	Descri	Potal Rows: 3	Original Amount	Balance	Amount to Journal	New Balance	Amount Applied
[Deselect All Transaction Select Eff	l] ins available: fective Date 1/06/2009	Item # 11256	Name: Client Bill To Jolt Electric, LLC	Policy Number WC-900000	Transaction/Bill Typ Invoice/Endorsement	× Line Type	Descri Prem	Potal Rows: 3	Original Amount \$2,805.00	Balance \$5.00	Amount to Journal 5.00	New Balance \$0.00	Amount Applied \$2,800.00
[Deselect All Transaction Select Eff V 1: 1:	I] fective Date 1/06/2009 1/06/2009	Item # 11256 202	Name: Client Bill To Jolt Electric, LLC Jolt Electric, LLC	Policy Number WC-900000	Transaction/Bill Typ Invoice/Endorsemen Receive Payment	e Line Type at Premium Receive Paymer	Descri Prem nt Desc:Pymt o	ption ium n WC policy	Original Amount \$2,805.00 (\$1,500.00)	Balance \$5.00 (\$1,500.00)	Amount to Journal 5.00 0.00	New Balance \$0.00 (\$1,500.00)	Amount Applied \$2,800.00 (\$1,500.00)
Deselect All Transaction Select Eff V 1: 1: 1:	IJ Ins available: fective Date 1/06/2009 1/06/2009 1/06/2009	Item # 11256 202 203	Name: Client Bill To Jolt Electric, LLC Jolt Electric, LLC Jolt Electric, LLC	Policy Number WC-900000	Transaction/Bill Typ Invoice/Endorsemen Receive Payment Receive Payment	e Line Type nt Premium Receive Paymer Receive Paymer	Descri Prem ht Desc:Pymto ht Desc: W/C	ption lum n WC policy	Original Amount \$2,805.00 (\$1,500.00) (\$2,800.00)	Balance \$5.00 (\$1,500.00) (\$2,800.00)	Amount to Journal 5.00 0.00	New Balance \$0.00 (\$1,500.00) (\$2,800.00)	Amount Applied \$2,800.00 (\$1,500.00) (\$2,800.00)

Click **Save** on the **Navigation** toolbar to save your selections, update the reconciliation header totals and continue working.

Click [Journal Associations] link to complete your selections and display the Client Journal Associations screen. Clicking [Journal Associations] saves your selections and updates the reconciliation header totals. Click the **Details** icon next to the journal association to edit if necessary.

Reconciliation Entity T Na Postec Date Boo Date Crea Createc	ID: 336 ype: Clent ame: Jolt Electric, LLC ted: By: ked: 11/06/2009 ted: 11/06/2009 By: Mary Oberleitner	Gene Rec	Credits Total: (\$2,80 Debits Total: \$2,80 ral Ledger Total: \$5.00 Journal Total: (\$5.00 Out of Balance: \$0.00 Description: Apply an	00.00) 0.00)) \$2800 to W/C policy	AR Balance	: \$5.00		Quick Navigation Header General Ledger Transaction Activity Journal Transactions Association Summary Reconciliation Posting	
Reconciliation Summ	ary	Print	Post	Abort	Save	Add Row	Delivery		
Journal Associations [Add Rem] K < Showing Page 1 of 1 >> 1 v Total Rows: 1 Display: Default (10) v									
Journal Assoc	iations		N 4 s	ihowing Page 1 of 1 🕨	🕅 1 💟 Total Row:	::1		Display: Def	ault (10) 🔽
Journal Assoc Details	iations Tran Recon ID Ite	action Type m ID From	Item From Amount	howing Page 1 of 1 Transaction Type Item ID To	I V Total Rows	ount	Description	Display: Def	Remove

The **Reconciliation Total** is zero (\$0.00) and may be posted. A client reconciliation that has a balance other than zero, indicating an **Out of Balance Total** cannot be posted.

Click **Reconciliation Posting** on the **Quick Navigation** panel to review the general ledger postings. Click **Print** on the **Navigation** toolbar to print a **Reconciliation Summary** report. Click **Abort** prior to posting to remove all applications of debits and credits and delete the reconciliation.

Click **Post** on the navigation toolbar to complete the reconciliation. Click **OK** to continue posting the reconciliation. Once posted, the reconciliation may be **Reversed** to reverse all applications of debits and credits in the reconciliation.



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

Confirming the Balance Write-Off on the Client's Account

To look at the client's account, click the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client name; click the **TRANSACTIONS** link on the **Client** menu to view the **transaction summary** tab. The default view is **Detail Assigned** with recent activity shown. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

TENT PR	OFILE OPPOR	RTUNITIES	ARKETIN	IG POLICIES CLAIMS	SERVICING /	ATTACHMENTS AC	TIONS TRANS	ACTIONS DELIVERY T-LOG	,		
ent Na	ame: Jolt Ele	ctric, LLC							· · · · · · · · · · · · · · · · · · ·	► Comr	nercial Acc
derwritir	ng policy info	assignment	attachm	ents actions qualification	history tra	nsactions claims	summary of insu	rance classifieds delivery			
Select Vi Select Cl	liew: Detail As	signed	*						[Add Master Invoice	a] [Add New Search Filter	Invoice] r: [Show]
					Showin	g Page 1 of 1 🕨 🕅	1 V Total R	ows: 2	Dis	play: Default	t (10) 🔽
	* 12 0										
Invoice	Transaction Su	nmary									
nvoice Details	Transaction Sur	nmary Date Booked	Status	Туре	Transaction ID	Invoice ID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
nvoice Details	Transaction Sur Effective Date 11/06/2009	nmary Date Booked 11/06/2009	Status Posted	Type Invoice	Transaction ID	Invoice ID Master Invoice ID 11241	Policy Number WC-900000	Description Workers Compensation	Bill Method Agency Bill	Amount \$1,500.00	Remove
nvoice Details	Transaction Sur Effective Date 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009	Status Posted	Type Invoice Recon/Transaction Activity	Transaction ID - 334	Invoice ID Master Invoice ID 11241	Policy Number WC-900000 WC-900000	Description Workers Compensation Payment on W/C policy	Bill Method Agency Bill Agency Bill	Amount \$1,500.00 (\$1,500.00)	Remove
invoice Details	Transaction Sur Effective Date 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009	Status Posted	Type Invoice Recon/Transaction Activity	Transaction ID - 334	Invoice ID Master Invoice ID 11241	Policy Number WC-900000 WC-900000	Description Workers Compensation Payment on W/C policy	Bill Method Agency Bill Agency Bill Unassigned Balance	Amount \$1,500.00 (\$1,500.00) \$0.00	Remove
nvoice Details	Transaction Sur Effective Date 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009	Status Posted - Posted	Type Invoice Recon/Transaction Activity Invoice	Transaction ID - 334 -	Invoice ID Master Invoice ID 11241 11256	Policy Number WC-900000 WC-900000	Description Workers Compensation Payment on W/C policy Workers Compensation	Bill Method Agency Bill Agency Bill Unassigned Balance Agency Bill	Amount \$1,500.00 (\$1,500.00) \$0.00 \$2,805.00	Remove
nvoice Details	Transaction Sur Effective Date 11/06/2009 11/06/2009 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009 11/06/2009 11/06/2009	Status Posted - Posted -	Type Invoice Recon/Transaction Activity Invoice Recon/Transaction Activity	Transaction ID - - - - - - - - - -	Invoice ID Master Invoice ID 11241 11256	Policy Number WC-900000 WC-900000 WC-900000	Description Workers Compensation Payment on W/C policy Workers Compensation Apply \$2800 to W/C policy and write off \$5	Bill Method Agency Bill Agency Bill Unassigned Balance Agency Bill Agency Bill	Amount \$1,500.00 (\$1,500.00) \$0.00 \$2,805.00 (\$2,800.00)	Remove
nvoice Details	Transaction Sur Effective Date 11/06/2009 11/06/2009 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009 11/06/2009 11/06/2009 11/06/2009	Status Posted - Posted - -	Type Invoice Recon/Transaction Activity Invoice Recon/Transaction Activity Recon/Journal Transaction	Transaction ID - - - - - - - - - - - - - - - - - - -	Invoice ID Master Invoice ID 11241 11256	Policy Number WC-900000 WC-900000 WC-900000 WC-900000	Description Workers Compensation Payment on W/C policy Workers Compensation Apply \$2800 to W/C policy and write off \$3 Apply \$200 to W/C policy and write off \$5	Bill Method Agency Bill Unassigned Balance Agency Bill Agency Bill Agency Bill	Amount \$1,500.00 (\$1,500.00) \$0.00 \$2,805.00 (\$2,800.00) (\$2,800.00)	Remove
invoice Details	Transaction Sur Effective Date 11/06/2009 11/06/2009 11/06/2009 11/06/2009	Date Booked 11/06/2009 11/06/2009 11/06/2009 11/06/2009 11/06/2009	Status Posted - Posted - -	Type Invoice Recon/Transaction Activity Invoice Recon/Transaction Activity Recon/Journal Transaction	Transaction ID - - - - - - - - - - - - - - - - - - -	Invoice ID Master Invoice ID 11241 11256	Policy Number WC-900000 WC-900000 WC-900000 WC-900000	Description Workers Compensation Payment on W/C policy Workers Compensation Apply \$2800 to W/C policy and write off \$5 Apply \$2800 to W/C policy and write off \$5	Bill Method Agency Bill Agency Bill Unassigned Balance Agency Bill Agency Bill Unassigned Balance	Amount \$1,500.00 (\$1,500.00) \$2,805.00 (\$2,800.00) (\$2,800.00) (\$5.00)	Remove

The payment of \$2,800 has been applied to the \$2,805 invoice with a transaction **Type** of **Recon/Transaction Activity**. The \$5.00 write-off is applied with a transaction **Type** of **Recon/Write off**. The invoice **Unassigned Balance** is now zero (\$0.00).

Notes

Zero Disbursement and Zero Received Payment to Clean Up Client Accounts Receivable

The **Client Reconciliation** module is the preferred method to clean up client accounts receivables by providing a means to write off balances, clear open activity and transfer balances within a client. Prior to the **Client Reconciliation** module, zero disbursements and zero received payments were used to clean up client accounts receivable. Security must now be granted for users to post a \$0 disbursement or \$0 received payment.

To grant security for posting a \$0 disbursement, on the **Utility** menu, click **SETUP**; click **Security Administration** in the **Setup Console**; click the user rights template tab and select the template where rights are to be given. Click the **[Edit]** link to edit the template. On the **Core Components** list, select **Transactions**. In the **Rights** frame under **Disbursements**, select **Zero Entry**. Save the change and **Synchronize All Users** on the **users assigned** tab.

To grant security for posting a \$0 received payment, on the **Utility** menu, click **SETUP**; click **Security Administration** in the **Setup Console**; click the **user rights template** tab and select the template where rights are to be given. Click the **[Edit]** link to edit the template. On the **Core Components** list, select **Transactions**. In the **Rights** frame under **Receive Payment**, select **Zero Entry**. Save the change and **Synchronize All Users** on the **users assigned** tab.

To process a zero disbursement, on the **Primary** menu, click **ORGANIZATION** > **territories** tab > click **Details** icon of appropriate territory > **accounting** tab > **disbursements** tab. Click [Add New Disbursement] link.

- Select **Client** as entity type from the drop-down list.
- Search for and select the **Client**.
- Complete the disbursement header input fields. The Disbursement Method should be Disbursement so that a check number is not assigned.
- Click on the Invoices link in the Quick Navigation panel.
- Select all applicable invoices to pull into the disbursement. Selecting invoices activates the Pay All Selected link on the Navigation toolbar.
- Click Pay All Selected link on the Navigation toolbar.
- Click on the **Payments Received** link in the **Quick Navigation** panel.
- Select applicable payments received to pull into the disbursement. The **Details** icon can be used to apply a partial amount of a receipt into the overall disbursement.
- Selecting a payment activates the Pay All Selected link. Clicking the Details icon to enter a partial amount to pull into the disbursement automatically selects and pays the receipt.
- Click Pay All Selected link on the Navigation toolbar to include selected receipts into the disbursement.
- The disbursement header is updated and reflects a zero (\$0.00) Disbursement Amount. If the Disbursement Amount is not zero, adjust selected items until Disbursement Amount is zero.
- Click **Post** link on the **Navigation** toolbar.
- Click OK to post the Zero Disbursement.

A zero received payment allows only the offset of invoices to each other. Zero deposit allows for offset of invoices and assignment of residual payments.

Note: With the release of Nexsure 1.94.5, the preferred method of clearing client accounts receivable is client reconciliation.

Notes

Journal Entry to Client Accounts Receivable (General Ledger Link)

Note: Journal entries made directly to mandatory accounts can result in out of balance situations.

Correcting entries should be made by reversing the incorrect accounting or invoice transaction and reentering it as an entirely new transaction.

This is because when a transaction is posted to a client, the amount transfers automatically to the receivable, payable, income etc. A journal entry made directly to these accounts will not transfer back to the client's account; causing the account to be out of balance. The example displays how the accounts receivable flows to the general ledger:

Client Accounts		Accounts Receivable
Total Balances = \$5000.00	In Balance	Balance \$5000.00
Invoice \$250.00	Transfers to A/R	+ \$250.00
Total Balances = \$5250.00	In Balance	Balance \$5250.00
	Does not transfer	Journal Entry + \$50.00
Total Balances = \$5250.00	Not in Balance	Balance \$5300.00

Note: Nexsure does not permit posting journal entries to the Client Accounts Receivable account.

If attempted the message **Journal entries to 'ClientAR' account not permitted** will display in red when clicking the **OK** button in the following dialog box:



Journal entries can, however, be made to bank accounts for recording interest, bank charges or payroll.

Note: Mandatory General Ledger Account Numbers cannot be deleted or flagged as inactive.

Note: The mandatory accounts are locked down and cannot be changed once the organization is set to complete.

Note: Contact Nexsure support if contemplating changing Mandatory accounts.

Note: DO NOT post to any of the mandatory accounts that are set for future enhancements. When they become active they will be out of balance.

Notes

NSF Fee Charges for Returned Checks

The NSF fee charge is generally applied to checks that bounce on deposited funds. To apply an NSF fee, make sure that an Agency fee has been added to Invoice Setup Fees first (See the chapter on **Adding Fees**). The receive payment and deposit must both be posted.

Let's begin by taking a look at the client account with a payment already added. Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **transactions** tab and the **transaction summary** tab.

In the **Select View** drop-down box at the top of the screen, select either the **Unassigned Payments** or **Summary View** option. The screen refreshes showing all recent activity. To display more activity, click the [Show] link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

Notice that the payment is on the client transactions with a **Type** of **Payment Receipt** along with the **Transaction ID#** should it need to be looked up later.

nexs	sure)								HOME	HELP SETUP LOGOUT
			SEARCH ORGA	NIZATION	REPORTS					Bookmarks: Expan	d Add Remove Selected
CLIENT PRO	OFILE	OPPOR	TUNITIES MAR	KETING P	OLICIES CLAIN	15 SERVICINO	G ATTACHMENTS	ACTIONS	TRANSACTIO	NS DELIVERY	T-LOG
Client Na	ame: O	xford	Band Rental	s							Commercial Account
client balan	nce summ	ary 1	ransaction summa	ry list bill p	plans						
Select Vie	w:	Unassi	gned Payments	~					[Ac	ld Master Invoice]	[Add New Invoice]
Select Clie	ent:			~		🕅 🖣 Showing I	Page 1 of 1 🕨 🕅				Search Filter: [Show]
Details	Effecti Date	ve	Date Booked	Status	Туре	Transaction Id	Invoice Id	Policy Number	Description	Bill Method	Amount Remove
2	11/17/2	2005	-	-	Payment Receipt	1227	-	-	-	GL pol premium	\$7,500.00
										Total:	\$7,500.00
								C	list bill plans t r	ansaction summary	client balance summary

The process begins by accessing Receive Payments at the Territory level. Click the **ORGANIZATION** link on the **Primary** menu, click the **territories** tab, and click the **Details** icon for the territory of the branch where the client has been added, click the **accounting** tab, click the **transactions** tab and then click the **receive payments** tab. To open the receipt, click the **Details** icon beside the receipt.

sure						Home Help Setup Logo
	SEARCH ORGA	NIZATION REPORTS				Bookmarks: Expand Add Remove Select
NIZATION PROFIL	E ALL EMPLOYEES	ALL LOCATIONS				
nization Nam	ne: Org9 - Rober	ts Test Org				 Organization
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g9 - Roberts T	est Org >> South	ern Region >> Souther	n Territory			
Previ	ious Page					
ard file branche summary setu transaction sun	s locations empl p invoicing setup nmary journal entry	oyees accounting vend general ledger bank acco disbursements receive	ors entity associati unts transactions payments deposit	ions batch summary accounts payable re	econciliation 丫 invol	ces Filter: [Show] [Add New]
Details	Payee	Reference Payment ID	Description	Amount Residual	Created By	Date Created Posted Printed Remove

On the Navigation toolbar, click the **Reverse** link.

Payment ID: 1227 Posted: ✓ 11/17/ Processed: Date Booked: 11/17/200 Date Created: 11/17/200 Created By: Mary Ober Reference #: Description: GL pol pre	2005 5 5 Pa Isi Pa Ieitner	Entity Type: Name: 3rd Party Type: Payment Type: yment Amount: Residual: Allocated: Balance:	Client Oxford Band Rent Check \$7,500.00 \$7,500.00 \$7,500.00	als			Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Payment Summary	Pay All Selected	Print	Reverse	Assign Credit	Save	Add Row	
D	Payee: Oxford B 600 Mair Oxford, / ate Booked: 11/17/2	and Rentals n st. AL 36203	R.	*	indicates requ	Jired field	
Pa	ment Type: Check	~					
	leference #						
۳ Paymi	ent Amount: \$7,500.0	00					
	Description: GL pol p	remium					
Resid	ual Amount: 7500.00)]			~	
							Payments Received

When the Reverse Payment screen is displayed choose **NSF** in the drop-down box. The option **Other** might be used if the wrong client was selected when the receipt was originally added. Enter a reason for the reversal and keep in mind that this reason will be displayed on the Payments Received header at the bottom for future reference. To add the NSF charge, click the **Yes** option. The lower portion of the screen changes to accommodate th<u>e f</u>ee. Choose the fee that was added in Fee Setup and enter the charge in the amount field.

Click the **Ellipsis** button to the right of the GL account field. Make sure to choose the GL account number only after selecting the correct levels such as branch, department and unit. Enter a **Name** or **General Ledger Number** for the charge, click the **Search** button and click to highlight the account number. Click the **OK** button at the bottom of the screen to add the GL Account number to offset against.

Payments Received	Client
Processed: 3rd Party Type:	And State with the state of
Date https://rm0web1.nexsure.com - Post Payment	Marcounting
Cre Refe Deg Reverse Payment n	Region: Southern Region Branch: Pepartment:
The selected Receive Payment has been included in D	uposit #426.
Paym To reverse this receive payment select the reason an up to 20 characters. Select Yes or No to create a charge and dick or Click Cancel to return to previous screen. NSF	d enter note n OK. Group: V Type: V
Reversal Reason: Insufficient funds	Filter part of the general ledger number or name or both and click "Search". Name General Ledger Number bank
💿 Yes 🔘 No	Select the general ledger number:
Fee: Agency Fee 💌 Amount: 35 GL Account:	07.002.0000.000.001.00005 - Bank'O XDTI Cash Account ▲ 07.002.0000.000.001.00006 - Operating Account Bank of XDTI ● 07.002.0000.000.00.251000 - Note - Bank of America ● 07.002.0000.000.00.451000 - Bank Account Interest ● 07.002.0000.000.00.701100 - Bank Service Charges and Fees ✓
OK	Cancel OK Cancel
🕘 Done 🔒 🔮 Interne	t
Residual Amount: 7500.00	🧃 Done 🎽 🔮 Internet 🦼
	Payments Received

Notice at the top of the **Reverse Payment** screen the **Deposit #** the item was included in is displayed. Make note of the number to enter on the deposit reversal. Click the **OK** button to complete the reversal and add the fee to the client account.

Reverse Paymer	nt	ne sure
The selected Red	eive Payment has been inclu	ded in Deposit #426.
To reverse this Select Ye: Clici	receive payment select the re: up to 20 characters, s or No to create a charge and < Cancel to return to previous	ason and enter note click on OK. screen.
	NSF 🗸	
Reversal Reasor	h: Insufficient funds	
Do you want to cr	eate a charge for this reversa	1?
💿 Yes	O No	
Fee:	Agency Fee 🛛 🗸	
Amount:	35	
GL Account:	07.002.0000.000.00.701100	·
		OK Cancel

At the bottom of the Payment Header screen notice the Reversal Reason entered earlier has been added for reference later. Click the **Payment Summary** link on the Navigation toolbar to return to the refreshed Payment Summary screen.



Payment ID: 1227/122 Posted: V 11/17 Processed: Date Booked: 11/17/20 Date Created: 11/17/20 Created By: Mary Obe Reference #: Description: GL pol pre	8 /2005 05 Pa rleitner emium	Entity Type: Name: 3rd Party Type: Payment Type: yment Anount: Residual: Allocated: Balance:	Client Oxford Band Rent Check \$7,500.00 \$0.00 \$7,500.00	als		Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Payment Summary	Pay All Selected	Print	Reverse		 Add Row	
	Pavee: Oxford B	and Rentals				
	Payee: Oxford B 600 Mair Oxford, J	and Rentals n st. AL 36203				
C	Payee: Oxford B 600 Mair Oxford, J rate Booked: 11/17/2	and Rentals n st. AL 36203 2005]		3	
Pa	Payee: Oxford E 600 Mair Oxford, / Pate Booked: 11/17/2 yment Type: Check	And Rentals n st. AL 36203 2005]		E	
Pa	Payee: Oxford E 600 Mair Oxford, / Pate Booked: 11/17/2 yment Type: Check Reference #:	2005]		3	
C Pa *Paym	Payee: Oxford E 600 Mair Oxford, J Pate Booked: 11/17/2 yment Type: Check Reference #:	and Rentals n st. AL 36203 2005]		3	
Pa *Paym	Payee: Oxford E 600 Mair Oxford, J Date Booked: 11/17/2 yment Type: Check Reference #: ent Amount: \$7,500.1 Description: GL pol p	And Rentals In st. AL 36203 2005]			

On the Payment Summary screen, notice that there are now two Payment ID numbers with a slash (/) between them. These numbers reference each other.

nexsure					НОМЕ	HELP SETUP	LOGOUT
SEARCH OR	GANIZATION REPORTS				Bookmarks: Expar	nd Add Remove	e Selected
ORGANIZATION PROFILE ALL EMPLOY	ES ALL LOCATIONS						
Organization Name: Org9 - Rob	erts Test Org					🕨 Organizati	on
organization	hown Basian >> Coutho	n Touritouu					
Previous Page	nern keylon >> southei	In Territory					
card file branches locations en summary setup invoicing setup transaction summary journal en	nployees accounting ven general ledger bank acc ry disbursements receiv	dors entity associa ounts transactions e payments deposit	tions batch summary accounts payable recor	nciliation Y invoice	s Filter: [[Show] [Add New]	
Details Payee	Reference Payment ID	Description	Amount Residual	Created By D	Date Created Posted	Printed Remove	
🔯 Oxford Band Rentals	1228/1227	GL pol premium	(\$7,500.00)(\$7,500.00)	Mary Oberleitner	11/17/2005		
📝 Oxford Band Rentals	1227/1228	GL pol premium	\$7,500.00 \$7,500.001	Mary Oberleitner	11/17/2005 🛛 📝		

Confirming the NSF Fee and Receipt Reversal on the Client's Account

Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **transactions** tab and the **transaction summary** tab.

In the **Select View** drop-down box at the top of the screen, select the **Summary View** option; the screen refreshes showing all recent activity. To display more activity, click the **[Show]** link on the upper right portion of the screen and enter specific information or date range and click the **Search** button to return results.

Notice that the reversed receipt has been added to the client transactions with a **Type** of **Disbursement** along with the **Transaction ID#** should it need to be looked up later. The NSF fee has also been added with a **Type** of **Invoice** and **Invoice ID #**. The invoice may be printed to send to the client if necessary.

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1		11/1//2005	Posted	Invoice	-	18770		-	Agency Bill	\$35.00	
1	11/17/2005	-	Posted -	Invoice Payment	- 1228	18770	-		Agency Bill GL pol premium	\$35.00 (\$7,500.00)	
₽ ₽	11/17/2005 11/17/2005	-	Posted - -	Invoice Payment Payment	- 1228 1227	18770 - -	-	- -	Agency Bill GL pol premium GL pol premium	\$35.00 (\$7,500.00) \$7,500.00	

Correcting the Bank Balance for Insufficient Funds

Since the payment was deposited with other payments where there was no problem, and the money did actually go to the bank, reversing the deposit is not recommended. Instead, all that is needed is a negative deposit in the amount of the check.

Click the **ORGANIZATION** link on the **Primary** menu, click the **territories** tab, and click the **Details** icon for the territory of the Branch where the client has been added, click the **accounting** tab, click the **transactions** tab and then click the **Deposit** tab. Click the **Add New** link on the **Deposit Summary**. Choose the **Deposit Method** from the drop-down box; enter a (–) and the amount deducted from the bank account. Enter a description and, if desired, enter the original deposit number here for tracking later.

Deposit ID: 427 Ported: Cleared Date Booked: 11/17/2005 Date Created: 11/17/2005 Created By: Mary Oberleit	Ban Bank Ac GL Vers Deposit A Estimated Des Des Dif	Name: Central Bar count #: 578900012 Account: 07.002.000 (it Total: \$0.00 Balance: \$17,500.00 Momount: (\$7,500.00 Gription: Insufficient Ference: (\$7,500.00	nk 13 10.000.00.10000)) : Funds from Oxt)	0 Trust Accou ord Band Rer	unt ntal GL premium check	Quick Navigation Deposit Header General Ledger Receipt Deposit Posting	
Deposit Summary Include	All Selected Print	Post	Abort	Save	Add Row		
* Date Booked: Deposit Method: Anticipated Total: Description: Internal Mate:	11/17/2005 Deposit -7,500.00 Insufficient Fund Rental GL premium	s from Oxford ; check	Band	* indica	ates required field		
Internal Note: (250 Max Chars)			< V				

Click the **Receipt** link on the right side of the screen, the reversed cash receipt is available to select. Click in the box on the left of the receipt to place a check mark for selection. Click the **Save** link and then the **Include All Selected** link on the Navigation toolbar.

Deposit ID: 427 Posted: Cleared: Date Booked: 11/1 Date Created: 11/1 Created By: Mary	7/2005 7/2005 Oberleitner	Bank Na Bank Accour GL Acco Deposit T Bala Deposit Amo Estimated Bala Descript Differe	me: Central Bank t#: 5789000123 unt: 07.002.0000 otal: \$0.00 nce: \$17,500.00 unt: (\$7,500.00) ion: \$17,500.00 tion: \$17,500.00 ion: \$17,500.00 tion: \$17,500.00	.000.00.10000 -unds from Oxf) Trust Accou	unt ntal GL premium d	Quick Navigation Deposit Header General Ledger Receipt Deposit Posting
Deposit Summary	Include All Selected	Print	Post	Abort	Save	Add Row	
[Select All] [Deselect All Select Details Date] Transaction ID	Payee	Description	Amo Receie	unt An ved	nount to Remove Deposit	

Click the **Deposit Posting** link on the right side of the screen to make sure the posting is correct. Click the **Post** link on the Navigation toolbar.

Deposit ID: 427 Posted: Cleared: Date Booked: 11/17/2005 Date Created: 11/17/2005 Created By: Mary Oberleitner	Bank Name: Bank Account #: GL Account: Deposit Total: Balance: Deposit Amount: Estimated Balance: Description: Difference:	Central Bank 5789000123 07.002.0000 (\$7,500.00) \$17,500.00 (\$7,500.00) \$10,000.00 Insufficient F \$0.00	.000.00.1000	30 Trust Accou	int ntal GL premium check	Quick Navigation Deposit Header General Ledger Receipt Deposit Posting
Deposit Summary Include All Selected	Print	Post	Abort	Save	Add Row	
Deposit Details Account Number	Account Descrip	tion		Debit	Credit	
07.002.0000.000.00.100000	Trust Accoun	t		\$0.00	\$7,500.00	
07.002.0000.000.00.110900	Undeposited Fu	inds		\$7,500.00	\$0.00	
		Tota	l:	\$7,500.00	\$7,500.00	

Nexsure confirms the deposit is in balance, providing an opportunity to abort the posting if necessary by adding an **OK** button. Clicking on the **OK** button finalizes the post.



Clicking on the **Deposit Summary** link returns the refreshed Deposit Summary screen.

Deposit Deposit ID: 427 Posted: 11/ Cleared: Date Booked: 11/17/2 Date Created: 11/17/2 Created By: Mary Ol	17/2005 2005 2005 Derfeitner	Bank Bank Acc GL A Deposi B Deposit A Estimated B Desc Diff	Name: Central Ban ount #: 578900112: ccount: 07.002.0000 t Total: (\$7,500.00) alance: \$17,500.00) alance: \$10,000.00 ription: Insufficient erence: \$0.00	k 3 0.000.00.10000 Funds from Ox	00 Trust Accou ford Band Rer	nt Ital GL premium check	Quick Navigation Deposit Header General Ledger Receipt Deposit Posting
Deposit Summa ry In	clude All Selected	Print	Reverse	Abort	Save	Add Row	
* Date Boo Deposit Me	thod: Deposit	5	V		* indica	tes required field	
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Details Deposit ID Description Amount Created By Date Cre	eated Posted Cleared Remove			
427 Insufficient Funds from Oxford Band Rental GL (\$7,500.00) Mary Oberleitner 11/17/2 premium check	2005 🗹 🗌			

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

Reversing, Aborting and Removing Accounting Entries

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

Notes

Confirming the Transaction on the Client's Account

Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client.

Click the **TRANSACTIONS** link from the **Client** menu; this will default to the **transaction summary** tab which displays **Detail Assigned** in the **Select View** drop-down box on the upper left portion of the screen.

Viewing Unpaid Items

The filter default for the **Detail Assigned** view is set to display all unpaid agency bill items which make up the client's balance. This includes, **Invoices**, **Residuals** from a receipt left on the client's account and a **Payment Advance Disbursement** (if not allocated) which displays as an invoice on the client's account. If the item does not display, change the **Date Booked** in the filter and click the **Search** button to return new results.

Viewing Paid Items

To display paid items in **Detail Assigned** view, click the **[Show]** filter link on the upper right portion of the screen and change the **Paid Status** drop-down box to **All, Fully Paid** or **Partially Paid**. Change the **Date Booked** as needed and click the **Search** button to return new results.

When a payment or disbursement is allocated to a specific item it displays under the invoice in dark green along with the **Receipt** or **Disbursement ID#** which will aid in locating the original transaction if needed. The total amount due on the invoice when the item is paid in full shows a balance of zero (\$0.00).

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2	9/6/2007	9/6/2007	Posted	Invoice	-	13200	-	-	Agency Bill	\$500.00	
									Unassigned Balance	\$500.00	
•	4/19/2007	4/19/2007	Posted	Invoice	-	9601	TP123	Auto - Commercial	Agency Bill	\$525.00	
	7/24/2007	7/24/2007	-	Disbursement	723	-	TP123	Clean up	Agency Bill	(\$500.00)	
									Unassigned Balance	\$25.00	
	4/18/2007	4/19/2007	Posted	Invoice		9494 9	32890498432983290	8 Package	Agency Bill	\$6,789.00	
									Unassigned Balance	\$6,789.00	
•	1/1/2007	4/18/2007	Posted	Invoice	-	9029	Unassigned	Package	Agency Bill	\$6,234.00	
									Unassigned Balance	\$6,234.00	
•	3/28/2007	4/2/2007	Posted	Invoice	-	8431	TP123	Auto - Commercial	Agency Bill	\$10,350.00	
	4/2/2007	4/2/2007	-	Receipt	561	-	TP123	Client payt	Agency Bill	\$10,350.00)	
	4/2/2007	4/2/2007	-	Receipt	657	-	TP123	Client payt	Agency Bill	\$10,350.00	
									Unassigned Balance	\$10,350.00	
	12/31/2006	12/31/2006	Posted	Invoice	-	7618	-	-	Agency Bill	\$850.00	

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