

Chapter 9

Client-Account Receivable

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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

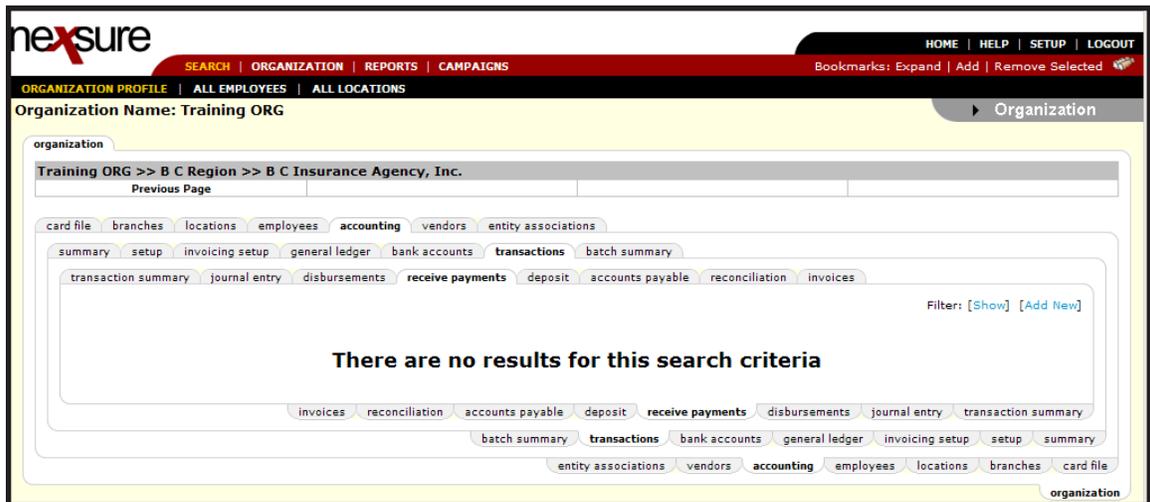
Any payment received from a client is recorded in Nexsure as mentioned above at the Territory level. The clients must exist in Nexsure prior to offsetting payments against any outstanding Accounts Receivable. They may be added at the **Search** level, downloaded by a carrier (in the download process) 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.

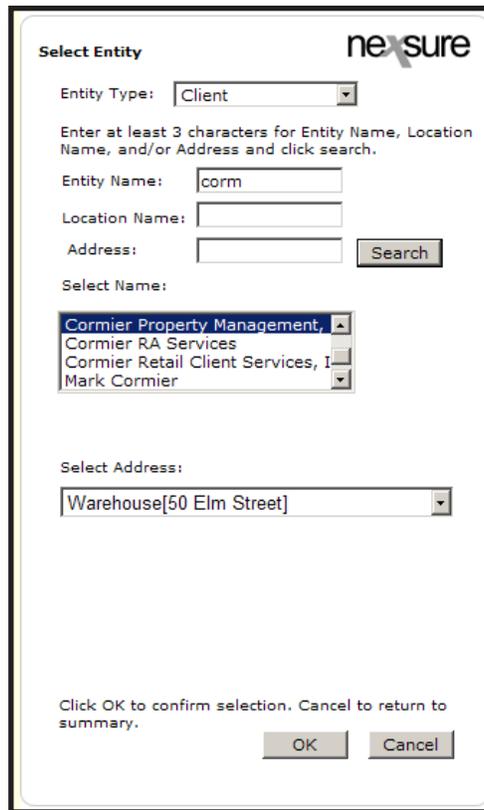
Note: Add a bookmark by clicking the Add link located on the right side of the Primary menu after clicking the Details  icon to access the territory. This provides a shortcut to the territory.

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.

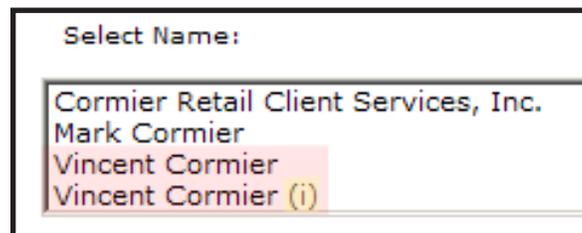


The **Select Entity** screen is displayed with the **Entity Type** defaulting to **Client**, so no change is necessary since this payment is from a client. Enter a few characters of the client's name in the field under the **Entity Type** and click the **Search** button to return the results of the search. 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.



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.



Notes

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: 41 Entity Type: Client
 Posted: Name: Cormier Property Management, Inc.
 Date Booked: 8/5/2008 Payment Type: Check
 Date Created: 8/5/2008 Payment Amount: \$15,000.00
 Created By: Betsy Cormier Allocated: \$0.00
 Reference #: 2018 Balance: \$15,000.00
 Description: On Account

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

* indicates required field
 Payee: Cormier Property Management, Inc.
 P O Box 1100
 Hudson, NH 03051

Date Booked: 8/5/2008
 Payment Type: Check
 Reference #: 2018
 * Payment Amount: 15,000.00
 Description: On Account

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.

payments received

Payment ID: 41	Entity Type: Client	Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Posted: <input type="checkbox"/>	Name: Cormier Property Management, Inc.	
Date Booked: 8/5/2008	Payment Type: Check	
Date Created: 8/5/2008	Payment Amount: \$15,000.00	
Created By: Betsy Cormier	Allocated: \$15,000.00	
Reference #: 2018	Balance: \$0.00	
Description: On Account		

Payment Summary Pay All Selected Print Post Abort Save Add Row

Search Filter: [Show]

[Select All] [Deselect All] Showing Page 1 of 1 1 Display: Default (6)

Select	Details	Effective Date	Installment #	Policy Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
<input checked="" type="checkbox"/>		07/01/2008	387/-388	PKG1234	Term Policy	PKG Total	\$12,978.00 A	\$12,978.00	\$0.00
<input checked="" type="checkbox"/>		07/01/2008	389	PKG1234	Term Policy	Premium	\$1,950.00 A	\$1,950.00	\$0.00
<input checked="" type="checkbox"/>		07/01/2008	389	PKG1234	Term Policy	Premium	\$11,028.00 A	\$72.00	\$10,956.00
<input type="checkbox"/>		07/01/2008	-388/387	PKG1234	Term Policy	PKG Total	(\$12,978.00)	\$0.00	(\$12,978.00)
<input type="checkbox"/>		07/01/2008	390	BA98238745	Term Policy	Premium	\$4,595.00	\$0.00	\$4,595.00
<input type="checkbox"/>		07/01/2008	391	UMB789654	Term Policy	Premium	\$3,500.00	\$0.00	\$3,500.00
This Page Total:							\$21,073.00	\$15,000.00	\$6,073.00
All Pages Total:							\$21,073.00	\$15,000.00	\$6,073.00

payments received

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.

Payment Details nexsure

Invoice Date: 5/6/2008 Invoice Amount: \$4,595.00

Created 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 nexsure

Date: 05/06/2008

Balance: 4595.00

Amount: Balance: 4,123.00

Description:

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.

Payment Details nexsure

Invoice Date: 5/6/2008 Invoice Amount: \$4,595.00

Created By: Betsy Cormier Invoice Balance: \$4,123.00

Details	Date	Description	Amount
 Details	8/5/2008	Premium	\$472.00

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 Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
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Once the **Pay All Selected** link has been selected it is no longer active.

payments received

Payment ID: 41	Entity Type: Client	Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Posted: <input type="checkbox"/>	Name: Cormier Property Management, Inc.	
Date Booked: 8/5/2008	Payment Type: Check	
Date Created: 8/5/2008	Payment Amount: \$15,000.00	
Created By: Betsy Cormier	Allocated: \$15,000.00	
Reference #: 2018	Balance: \$0.00	
Description: On Account		
Payment Summary Pay All Selected Print Post Abort Save Add Row		
Search Filter: [Show]		
[Select All] [Deselect All] Showing Page 1 of 1 1 Display: Default (6)		

Select	Details	Effective Date	Installment #	Policy Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
<input checked="" type="checkbox"/>		07/01/2008	389	PKG1234	Term Policy	Premium	\$11,028.00	\$11,028.00	\$0.00
<input checked="" type="checkbox"/>		07/01/2008	390	BA98238745	Term Policy	Premium	\$4,595.00	\$472.00	\$4,123.00
<input checked="" type="checkbox"/>		07/01/2008	391	UMB789654	Term Policy	Premium	\$3,500.00	\$3,500.00	\$0.00
<input type="checkbox"/>		07/01/2008	387/-388	PKG1234	Term Policy	PKG Total	\$12,978.00	\$0.00	\$12,978.00
<input type="checkbox"/>		07/01/2008	-388/387	PKG1234	Term Policy	PKG Total	(\$12,978.00)	\$0.00	(\$12,978.00)
<input type="checkbox"/>		07/01/2008	389	PKG1234	Term Policy	Premium	\$1,950.00	\$0.00	\$1,950.00
This Page Total:							\$21,073.00	\$15,000.00	\$6,073.00
All Pages Total:							\$21,073.00	\$15,000.00	\$6,073.00

payments received

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

payments received

Payment ID: 41	Entity Type: Client	Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting																																			
Posted: <input type="checkbox"/>	Name: Cormier Property Management, Inc.																																				
Date Booked: 8/5/2008	Payment Type: Check																																				
Date Created: 8/5/2008	Payment Amount: \$15,000.00																																				
Created By: Betsy Cormier	Allocated: \$15,000.00																																				
Reference #: 2018	Balance: \$0.00																																				
Description: On Account																																					
Payment Summary Pay All Selected Print Post Abort Save Add Row																																					
<table border="1"> <thead> <tr> <th>Date</th> <th>Transaction #</th> <th>Policy #</th> <th>Description</th> <th>Invoice Balance</th> <th>Assigned Credit</th> <th>Revised Balance</th> </tr> </thead> <tbody> <tr> <td>8/5/2008</td> <td>389</td> <td>PKG1234</td> <td>Premium</td> <td>\$11,028.00</td> <td>\$11,028.00</td> <td>\$0.00</td> </tr> <tr> <td>8/5/2008</td> <td>391</td> <td>UMB789654</td> <td>Premium</td> <td>\$3,500.00</td> <td>\$3,500.00</td> <td>\$0.00</td> </tr> <tr> <td>8/5/2008</td> <td>390</td> <td>BA98238745</td> <td>Premium</td> <td>\$4,595.00</td> <td>\$472.00</td> <td>\$4,123.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total Allocation:</td> <td>\$15,000.00</td> <td></td> <td></td> </tr> </tbody> </table>			Date	Transaction #	Policy #	Description	Invoice Balance	Assigned Credit	Revised Balance	8/5/2008	389	PKG1234	Premium	\$11,028.00	\$11,028.00	\$0.00	8/5/2008	391	UMB789654	Premium	\$3,500.00	\$3,500.00	\$0.00	8/5/2008	390	BA98238745	Premium	\$4,595.00	\$472.00	\$4,123.00	Total Allocation:				\$15,000.00		
Date	Transaction #		Policy #	Description	Invoice Balance	Assigned Credit	Revised Balance																														
8/5/2008	389	PKG1234	Premium	\$11,028.00	\$11,028.00	\$0.00																															
8/5/2008	391	UMB789654	Premium	\$3,500.00	\$3,500.00	\$0.00																															
8/5/2008	390	BA98238745	Premium	\$4,595.00	\$472.00	\$4,123.00																															
Total Allocation:				\$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.

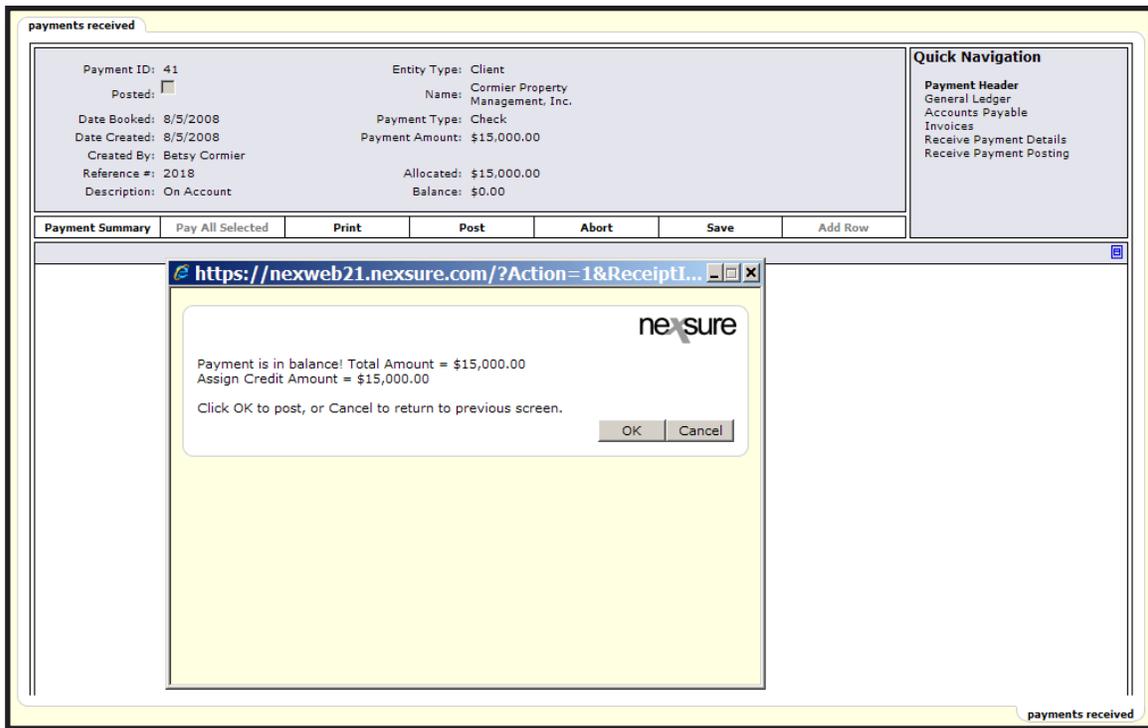
payments received										
Payment ID: 41	Entity Type: Client	Quick Navigation								
Posted: <input type="checkbox"/>	Name: Cormier Property Management, Inc.	Payment Header								
Date Booked: 8/5/2008	Payment Type: Check	General Ledger								
Date Created: 8/5/2008	Payment Amount: \$15,000.00	Accounts Payable								
Created By: Betsy Cormier	Allocated: \$15,000.00	Invoices								
Reference #: 2018	Balance: \$0.00	Receive Payment Details								
Description: On Account		Receive Payment Posting								
<table border="1"> <tr> <td>Payment Summary</td> <td>Pay All Selected</td> <td>Print</td> <td>Post</td> <td>Abort</td> <td>Save</td> <td>Add Row</td> </tr> </table>				Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row
Payment Summary	Pay All Selected	Print	Post	Abort	Save	Add Row				
Account Number	Account Description	Debit	Credit							
02.001.0000.000.00.110000	Accounts Receivable	\$0.00	\$15,000.00							
02.001.0000.000.00.201001	People Comm Payable Non-due	\$220.56	\$0.00							
02.001.0000.000.00.201001	People Comm Payable Non-due	\$14.16	\$0.00							
02.001.0000.000.00.201001	People Comm Payable Non-due	\$105.00	\$0.00							
02.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$220.56							
02.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$14.16							
02.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$105.00							
02.001.0000.000.00.110900	Undeposited Funds	\$15,000.00	\$0.00							
Total:		\$15,339.72	\$15,339.72							

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.

nexusure											
SEARCH ORGANIZATION REPORTS CAMPAIGNS				HOME HELP SETUP LOGOUT							
ORGANIZATION PROFILE ALL EMPLOYEES ALL LOCATIONS				Bookmarks: Expand Add Remove Selected							
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 batch summary											
transaction summary journal entry disbursements receive payments deposit accounts payable reconciliation invoices											
Filter: [Show] [Add New]											
Details	Payee	Reference	Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
	Cormier Property Management, Inc.	2018	41	On Account	\$15,000.00	\$0.00	Betsy Cormier	8/5/2008	<input type="checkbox"/>	<input type="checkbox"/>	
invoices reconciliation accounts payable deposit receive payments disbursements journal entry transaction summary											
batch summary transactions bank accounts general ledger invoicing setup setup summary											
entity associations vendors accounting employees locations branches card file											
organization											

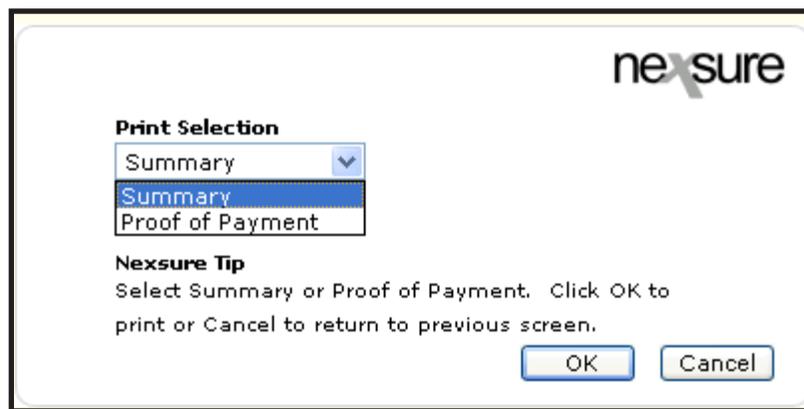
Note: Make sure to check for unposted receive payments daily to avoid deposit and un-deposited funds issues later.

To finalize the payment, click the **Post** link located on the Navigation toolbar. Nexsure checks to make sure the payment is in balance and provides the user with an opportunity to continue posting the payment or abort and go back. Clicking 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.



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.



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	Entity Type: Client
Posted: <input checked="" type="checkbox"/> 8/5/2008	Name: Cormier Property Management, Inc.
Date Booked: 8/5/2008	Payment Type: Check
Date Created: 8/5/2008	Payment Amount: \$15,000.00
Created By: Betsy Cormier	Residual: \$0.00
Reference #: 2018	Allocated: \$15,000.00
Description: On Account	Balance: \$0.00

Quick Navigation

- Payment Header
- General Ledger
- Accounts Payable
- Invoices
- Receive Payment Details
- Receive Payment Posting

Payment Summary Pay All Selected Print Reverse Save Add Row

1 / 1 50% Sign Find

Receive Payments Summary

Payment ID: 41	Name: Cormier Property Management,
Date Created: 8/5/2008 1:28:51PM	Reference #: 2018
Date Booked: 8/5/2008 12:00:00AM	Description: On Account
Created By: Betsy Cormier	

Account Number	Description	Debit	Credit
02.001.0000.000.00.110800	Undeposited Funds (p)	\$15,000.00	\$0.00
02.001.0000.000.00.110200	Accounts Receivable (p)	\$0.00	\$15,000.00
02.001.0000.000.00.201000	People Comm Payable-Due (p)	\$0.00	\$220.86
02.001.0000.000.00.201001	People Comm Payable-Non-due (p)	\$220.86	\$0.00
02.001.0000.000.00.201000	People Comm Payable-Due (p)	\$0.00	\$14.16
02.001.0000.000.00.201001	People Comm Payable-Non-due (p)	\$14.16	\$0.00
02.001.0000.000.00.201000	People Comm Payable-Due (p)	\$0.00	\$105.00
02.001.0000.000.00.201001	People Comm Payable-Non-due (p)	\$105.00	\$0.00
Total		\$16,388.72	\$16,388.72

payments received

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.

payments received

Payment ID: 41	Entity Type: Client
Posted: <input checked="" type="checkbox"/> 8/5/2008	Name: Cormier Property Management, Inc.
Date Booked: 8/5/2008	Payment Type: Check
Date Created: 8/5/2008	Payment Amount: \$15,000.00
Created By: Betsy Cormier	Residual: \$0.00
Reference #: 2018	Allocated: \$15,000.00
Description: On Account	Balance: \$0.00

Quick Navigation

- Payment Header
- General Ledger
- Accounts Payable
- Invoices
- Receive Payment Details
- Receive Payment Posting

Payment Summary Pay All Selected Print Reverse Save Add Row

1 / 1 50% Sign Find

Payment ID: 41
Date: 08/05/2008

145 S. State College Blvd
Brea, CA 92821

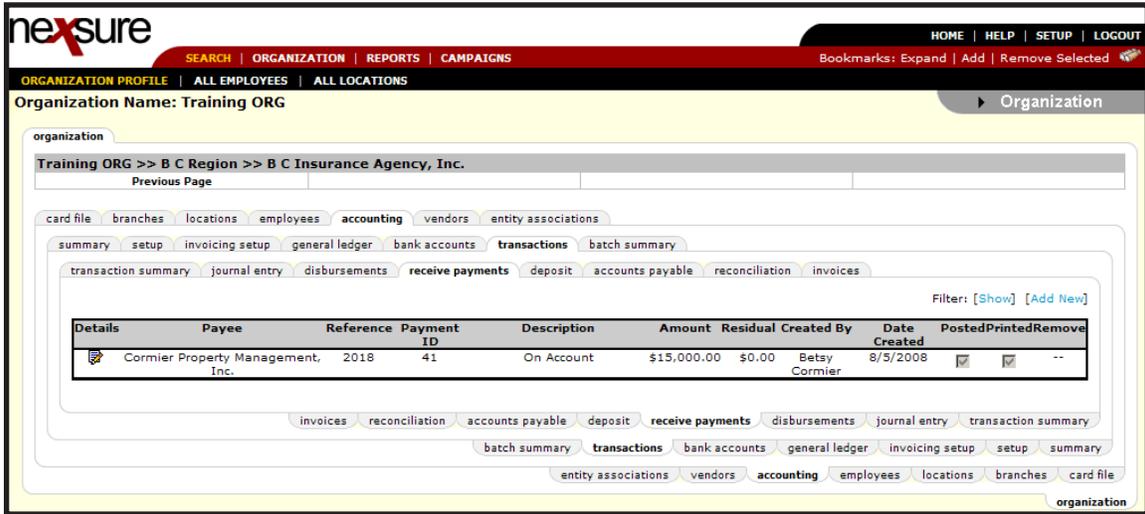
Proof of Payment

Payment Received from Cormier Property Management, Inc., P O Box 1100, received on 8/5/2008 in the amount of \$15,000.00 for On Account

Received By: Betsy Cormier

payments received

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.



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).

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	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.

payments received

Payment ID: 43	Entity Type: Client	Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Posted: <input type="checkbox"/>	Name: Jolt Electric, LLC	
Date Booked: 8/5/2008	Payment Type: Check	
Date Created: 8/5/2008	Payment Amount: \$1,500.00	
Created By: Betsy Cormier	Allocated: \$0.00	
Reference #: 1015	Balance: \$1,500.00	
Description: Payment of WC Policy		

[Payment Summary](#) | [Pay All Selected](#) | [Print](#) | [Post](#) | [Abort](#) | [Save](#) | [Add Row](#)

* indicates required field

Payee: Jolt Electric, LLC
 455 Lowell Road
 Hudson, NH 03051

Date Booked: 8/5/2008

Payment Type: Check

Reference #: 1015

*Payment Amount: 1,500.00

Description: Payment of WC Policy

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

payments received

Payment ID: 43	Entity Type: Client	Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Posted: <input type="checkbox"/>	Name: Jolt Electric, LLC	
Date Booked: 8/5/2008	Payment Type: Check	
Date Created: 8/5/2008	Payment Amount: \$1,500.00	
Created By: Betsy Cormier	Allocated: \$0.00	
Reference #: 1015	Balance: \$1,500.00	
Description: Payment of WC Policy		

[Payment Summary](#) | [Pay All Selected](#) | [Print](#) | [Post](#) | [Abort](#) | [Save](#) | [Add Row](#)

Search Filter: [Show]

[Select All] [Deselect All] << Showing Page 0 of 0 >>

There are no results for this search criteria.

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.

payments received

Payment ID: 43	Entity Type: Client	Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Posted: <input type="checkbox"/>	Name: Jolt Electric, LLC	
Date Booked: 8/5/2008	Payment Type: Check	
Date Created: 8/5/2008	Payment Amount: \$1,500.00	
Created By: Betsy Cormier	Allocated: \$0.00	
Reference #: 1015	Balance: \$1,500.00	
Description: Payment of WC Policy		

[Payment Summary](#) | [Pay All Selected](#) | [Print](#) | [Post](#) | [Abort](#) | [Save](#) | [Add Row](#)

Date	Transaction #	Policy #	Description	Invoice Balance	Assigned Credit	Revised Balance
				Total Allocation:	\$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.

payments received

Payment ID: 43	Entity Type: Client	Quick Navigation Payment Header General Ledger Accounts Payable Invoices Receive Payment Details Receive Payment Posting
Posted: <input type="checkbox"/>	Name: Jolt Electric, LLC	
Date Booked: 8/5/2008	Payment Type: Check	
Date Created: 8/5/2008	Payment Amount: \$1,500.00	
Created By: Betsy Cormier	Allocated: \$0.00	
Reference #: 1015	Balance: \$1,500.00	
Description: Payment of WC Policy		

Account Number	Account Description	Debit	Credit
02.001.0000.000.00.110000	Accounts Receivable	\$0.00	\$1,500.00
02.001.0000.000.00.110900	Undeposited Funds	\$1,500.00	\$0.00
Total:		\$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.



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.

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.

organization

Training ORG >> B C Region >> B C Insurance Agency, Inc.

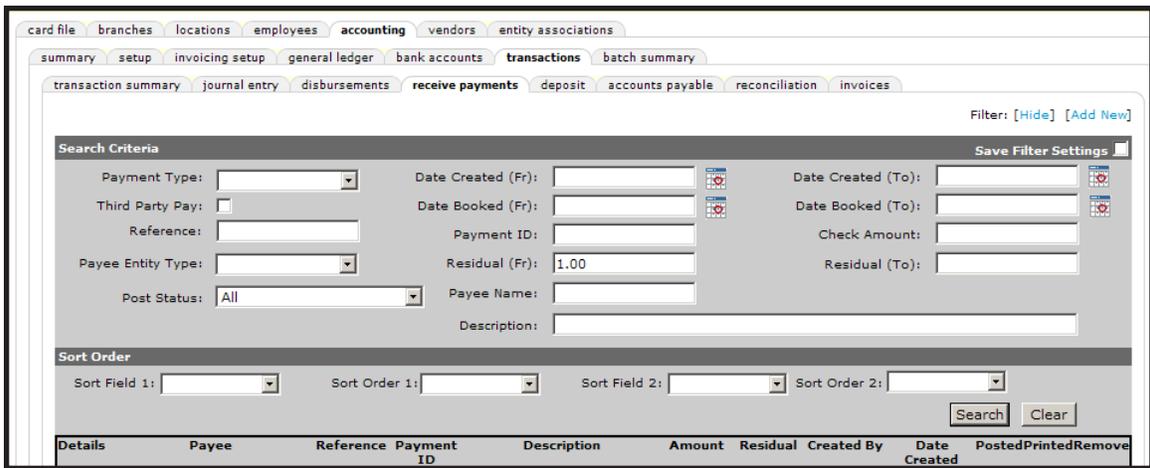
Previous Page

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

Details	Payee	Reference	Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
	Jolt Electric, LLC	1015	43	Payment of WC Policy	\$1,500.00	\$1,500.00	Betsy Cormier	8/5/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--
	Cormier Property Management, Inc.	2018	41	On Account	\$15,000.00	\$0.00	Betsy Cormier	8/5/2008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--

organization

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.

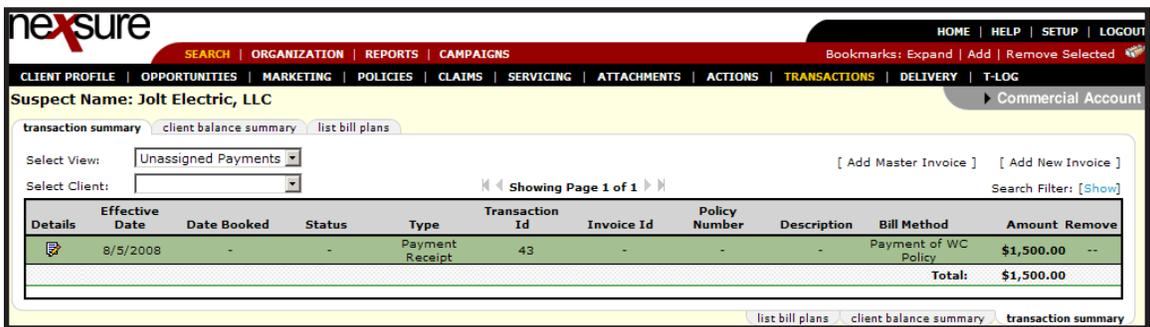


Confirming the Payment Left on the Client's Account

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.



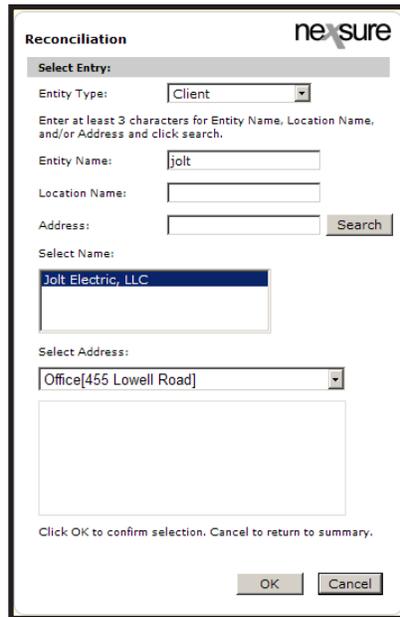
Apply Payment Left On Account Through Client Reconciliation

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.

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	8/5/2008	9/2/2008	Posted	Invoice	-	620	AWC987234	Workers Compensation	Agency Bill	\$1,500.00	--
Unassigned Balance										\$1,500.00	
	8/5/2008	-	-	Receive Payment Residual	43	-	-	Payment of WC Policy	-	(\$1,500.00)	--
Account Balance										\$0.00	

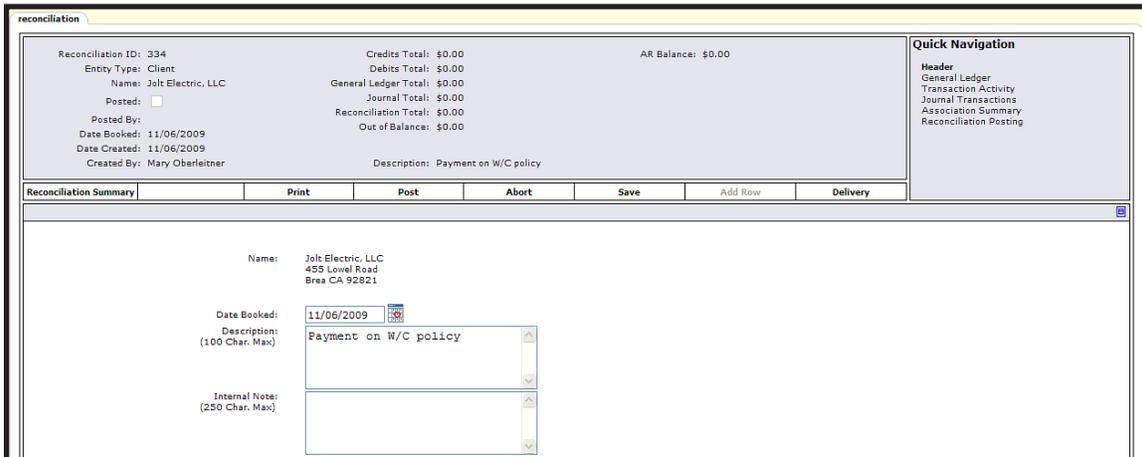
To access Client Reconciliation, click **ORGANIZATION** on the **Primary** menu. Select the **territories** tab and the **Details** icon next to the territory that holds the branch where the client is assigned. Select the territory's **accounting > transactions > reconciliation** tabs.

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.



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 Credits Total: \$0.00 AR Balance: \$0.00
 Entity Type: Client Debits Total: \$0.00
 Name: Jolt Electric, LLC General Ledger Total: \$0.00
 Posted: Journal Total: \$0.00
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 11/06/2009 Out of Balance: \$0.00
 Date Created: 11/06/2009
 Created By: Mary Oberleitner
 Description: Payment on W/C policy

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

Reconciliation Summary Print Post Abort Save Add Row Delivery

Transaction Association

Showing Page 0 of 0 Total Rows: 0

There are no results for this search criteria.

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

reconciliation

Reconciliation ID: 334 Credits Total: \$0.00 AR Balance: \$0.00
 Entity Type: Client Debits Total: \$0.00
 Name: Jolt Electric, LLC General Ledger Total: \$0.00
 Posted: Journal Total: \$0.00
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 11/06/2009 Out of Balance: \$0.00
 Date Created: 11/06/2009
 Created By: Mary Oberleitner
 Description: Payment on W/C policy

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

Reconciliation Summary Print Post Abort Save Add Row Delivery

Transaction View

Description: Payment on W/C policy [Transactions Associations] Search Filter: [Show]

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

Credit Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input type="checkbox"/>	11/06/2009	202	Jolt Electric, LLC		Receive Payment	Receive Payment	Desc:Pymt on WC policy	(\$1,500.00)	(\$1,500.00)	0.00	(\$1,500.00)
This Page Total:								(\$1,500.00)	(\$1,500.00)	\$0.00	(\$1,500.00)
All Pages Total:								(\$1,500.00)	(\$1,500.00)	\$0.00	(\$1,500.00)

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

Debit Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input type="checkbox"/>	11/06/2009	11241	Jolt Electric, LLC	WC-900000	Invoice/Term Policy	Premium	Premium	\$1,500.00	\$1,500.00	0.00	\$1,500.00
This Page Total:								\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
All Pages Total:								\$1,500.00	\$1,500.00	\$0.00	\$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] Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

Credit Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	11/06/2009	202	Jolt Electric, LLC		Receive Payment	Receive Payment	Desc:Pymt on W/C policy	(\$1,500.00)	(\$1,500.00)	-1,500.00	\$0.00
This Page Total:								(\$1,500.00)	(\$1,500.00)	(\$1,500.00)	\$0.00
All Pages Total:								(\$1,500.00)	(\$1,500.00)	(\$1,500.00)	\$0.00

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

Debit Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	11/06/2009	11241	Jolt Electric, LLC	WC-900000	Invoice/Term Policy	Premium		\$1,500.00	\$1,500.00	1,500.00	\$0.00
This Page Total:								\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
All Pages Total:								\$1,500.00	\$1,500.00	\$1,500.00	\$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.

reconciliation

Reconciliation ID: 334	Credits Total: (\$1,500.00)	AR Balance: \$0.00
Entity Type: Client	Debits Total: \$1,500.00	
Name: Jolt Electric, LLC	General Ledger Total: \$0.00	
Posted: <input type="checkbox"/>	Journal Total: \$0.00	
Posted By:	Reconciliation Total: \$0.00	
Date Booked: 11/06/2009	Out of Balance: \$0.00	
Date Created: 11/06/2009		
Created By: Mary Oberleitner		
Description: Payment on W/C policy		

Reconciliation Summary Print Post Abort Save Add Row Delivery

Transaction Association [Add New]

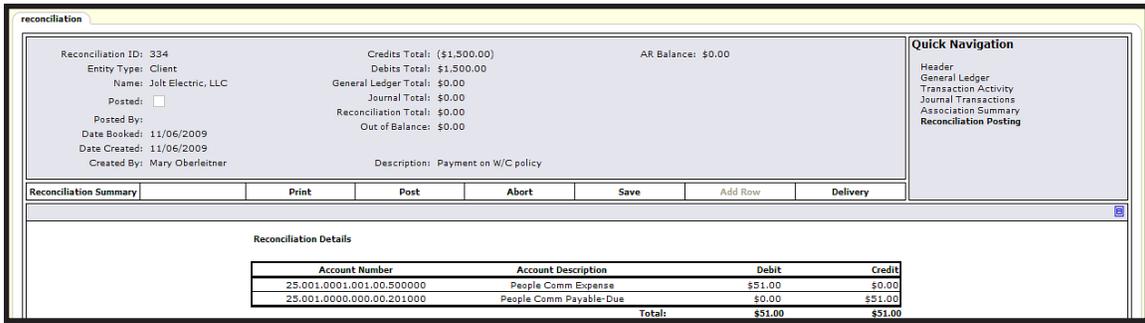
Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

Transaction Association	Details	Recon ID	Transaction Type Item ID From	Item From Amount	Transaction Type Item ID To	Item To Amount	Description	Remove
		334-1	Receive Payment 202	(\$1,500.00)	Invoice 11241	\$1,500.00	Payment on W/C policy	

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.



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).

Details	Effective Date	Date Booked	Status	Type	Transaction ID	Invoice ID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	11/06/2009	11/06/2009	Posted	Invoice	-	11241	WC-900000	Workers Compensation	Agency Bill	\$1,500.00	--
	11/06/2009	11/06/2009	-	Recon/Transaction Activity	334		WC-900000	Payment on W/C policy	Agency Bill	(\$1,500.00)	
										Unassigned Balance	\$0.00
										Account Balance	\$0.00

Disbursements to Client for Return Premium or Overpayment

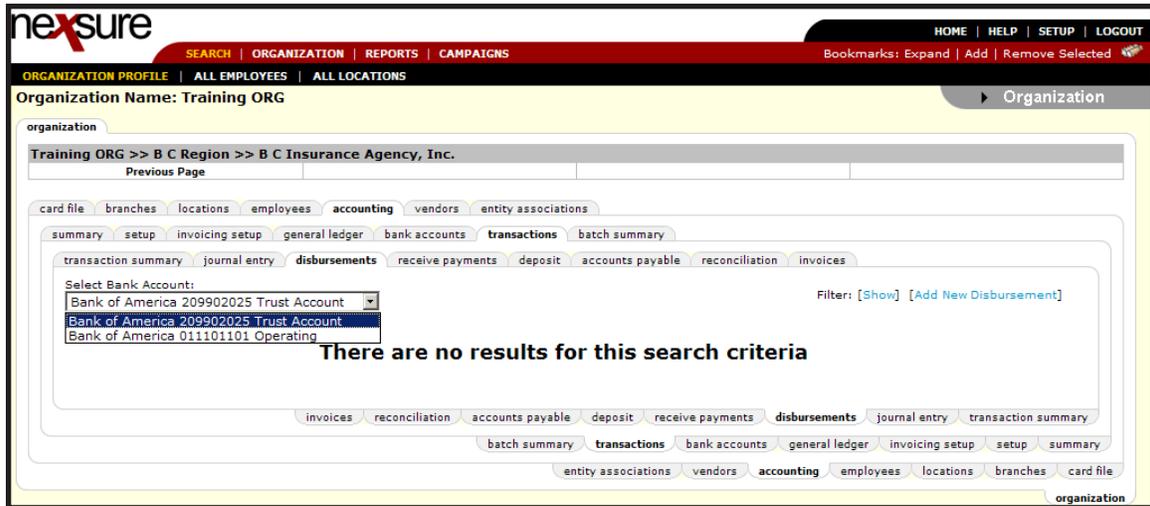
Client disbursements are occasionally needed for return premium or for premium over payment.

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.

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	9/3/2008	9/3/2008	* Posted	Invoice	-	626	BA987432	Auto - Commercial	Agency Bill	(\$950.00)	--
										Unassigned Balance	(\$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 Balance	\$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.



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.

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.
Payee	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 #:	<ul style="list-style-type: none"> 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: 62	Entity Type: Client	AR Balance: (\$950.00)
Posted: <input type="checkbox"/>	Payee: Jolt Electric, LLC	
Cleared: <input type="checkbox"/>	Bank Name: Bank of America	
Date Booked:	Bank Account #: 209902025	
	GL Account: 02.001.0000.000.00.100000 Trust Account	
Date Created: 9/3/2008	Balance: \$150,000.00	
Created By: Betsy Cormier	Disbursement Amount: \$0.00	
	Estimated Balance: \$150,000.00	
	Check #:	
	Description:	

Quick Navigation

- Disbursement Header
- General Ledger
- Accounts Payable
- Invoices
- Payments Received
- Payment Advance
- Disbursement Posting

Disbursement Summary
Pay All Selected
Print
Post
Abort
Save
Add Row

* indicates required field

Payee: Jolt Electric, LLC
455 Lowell Road
Hudson, NH 03051

Date Booked:

Disbursement Method:

Check #:

Nexsure Tip
Leave the Check # field blank to allow the system to assign the next available check # at the time of printing or enter a check # manually.

Description: (50 Char. Max)

Internal Note: (250 Char. Max)

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.

The screenshot shows the 'disbursements' header with the following details:

- Disbursement ID: 62
- Entity Type: Client
- Payee: Jolt Electric, LLC
- AR Balance: (\$950.00)
- Bank Name: Bank of America
- Bank Account #: 209902025
- GL Account: 02.001.0000.000.00.100000 Trust Account
- Date Booked: 9/3/2008
- Date Created: 9/3/2008
- Created By: Betsy Cormier
- Balance: \$150,000.00
- Disbursement Amount: \$0.00
- Estimated Balance: \$150,000.00
- Description: Refund for RP End #1 delete ...

Navigation buttons include: Disbursement Summary, Pay All Selected, Print, Post, Abort, Save, Add Row.

Quick Navigation links: Disbursement Header, General Ledger, Accounts Payable, Invoices, Payments Received, Payment Advance, Disbursement Posting.

Transactions Table:

Select	Details	Effective Date	Invoice Number	Policy Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
<input checked="" type="checkbox"/>		9/3/2008	626	BA987432	Endorsement	Premium	(\$950.00)	\$0.00	(\$950.00)
This Page Total:							(\$950.00)	\$0.00	(\$950.00)
All Pages Total:							(\$950.00)	\$0.00	(\$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.

The screenshot shows the 'disbursements' search criteria section with the following fields:

- Region: B C Region
- Territory: B C Insurance Agency
- Branch: [Dropdown]
- Department: [Dropdown]
- Unit: [Dropdown]
- Location Type: [Dropdown]
- Policy Number: [Text]
- Location Name/Address: [Text]
- Policy Modes: [Dropdown]
- Bill To: [Text]
- Date Type: --Please Select--
- Business Type: All
- Date Range: [Start] To: [End]
- Line of Business: Auto - Commercial Workers Compensation
- Amount Range: [Start] To: [End]
- Master Invoice ID: [Text]
- Invoice ID: [Text]

Sort Order section:

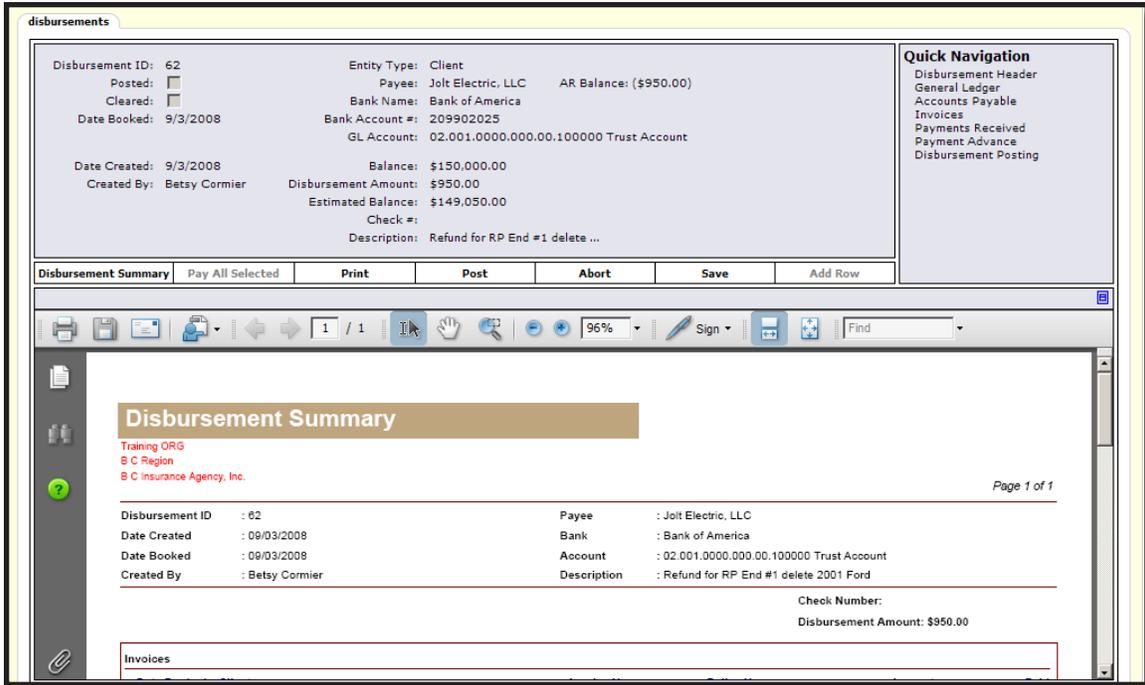
Sort Field 1: [Dropdown] Sort Order 1: [Dropdown] Sort Field 2: [Dropdown] Sort Order 2: [Dropdown]

Buttons: Search, Clear

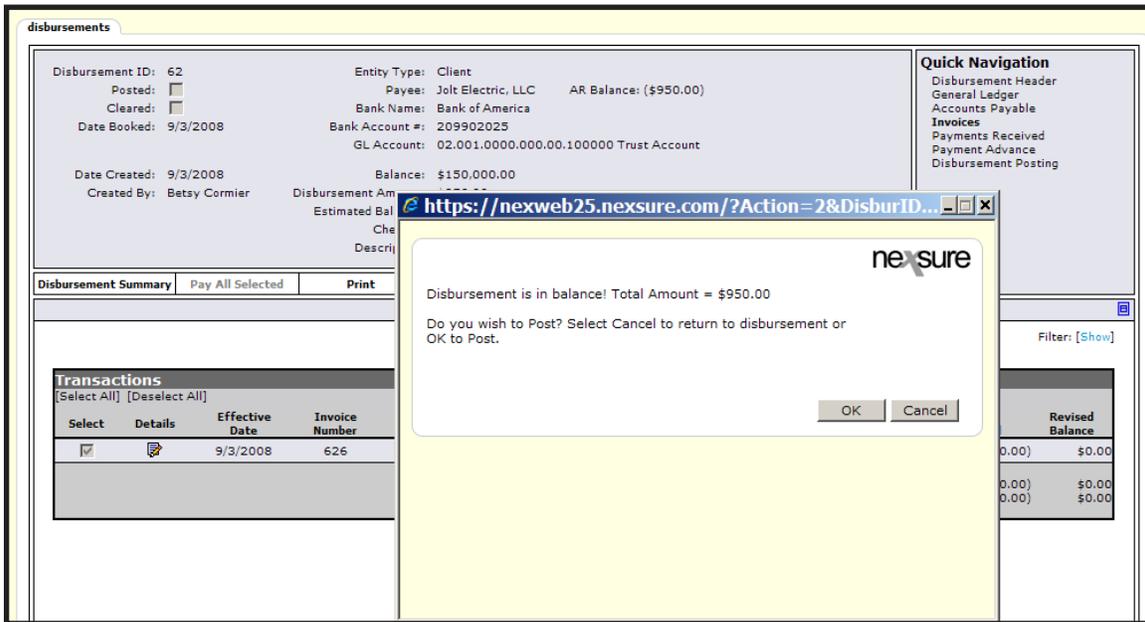
Transactions Table:

Select	Details	Effective Date	Invoice Number	Policy Number	Bill Type	Description	Balance	Credit Assigned	Revised Balance
<input checked="" type="checkbox"/>		9/3/2008	626	BA987432	Endorsement	Premium	(\$950.00)	\$0.00	(\$950.00)
This Page Total:							(\$950.00)	\$0.00	(\$950.00)
All Pages Total:							(\$950.00)	\$0.00	(\$950.00)

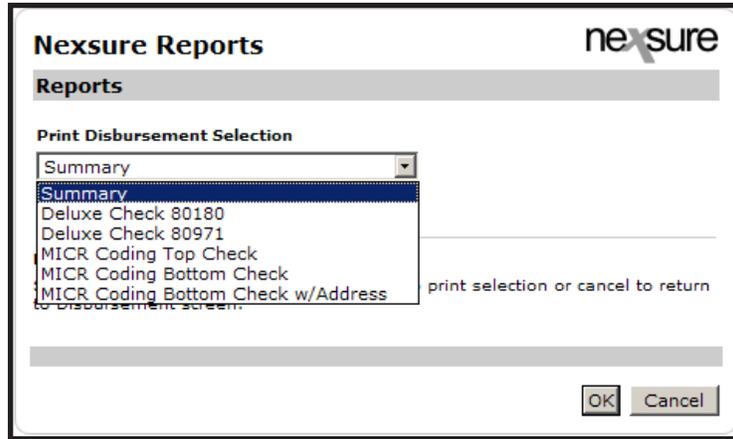
Clicking the **Print** link on the Navigation toolbar before posting the disbursement will only allow the Summary to be viewed and printed.



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.



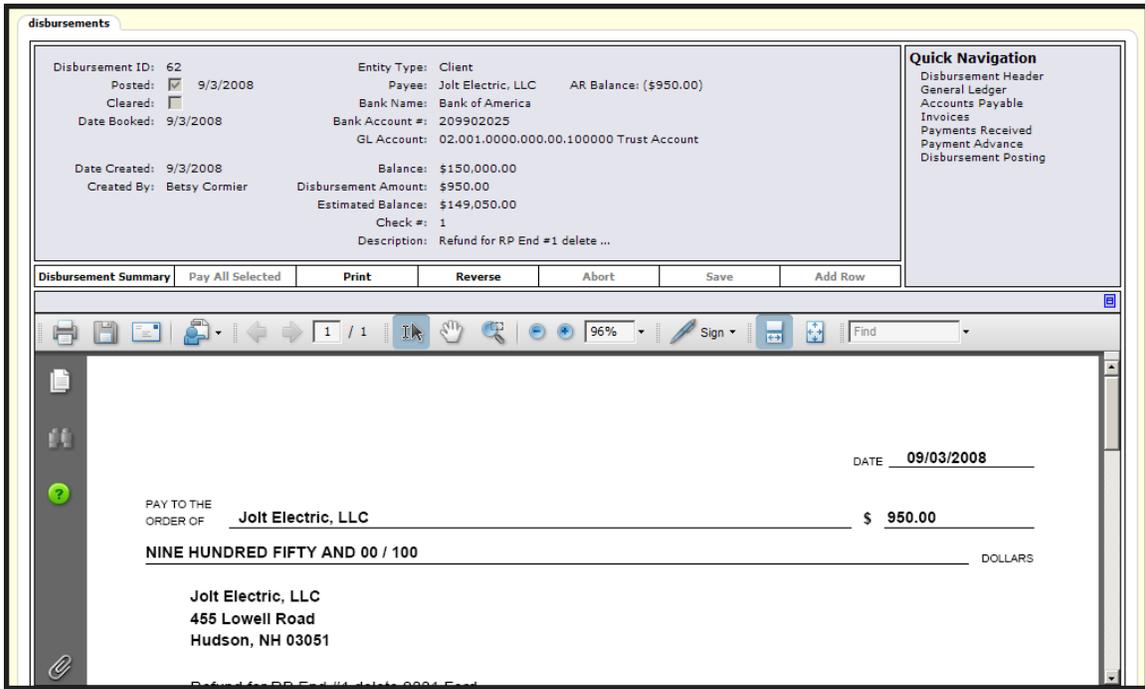
Clicking the **Print** link on the Navigation toolbar (after the disbursement is posted) now allows the selection of not only the summary but also a check type. Depending on what type of checks being used determines what is selected. Click on the check type being used and click the **OK** button at the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



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.



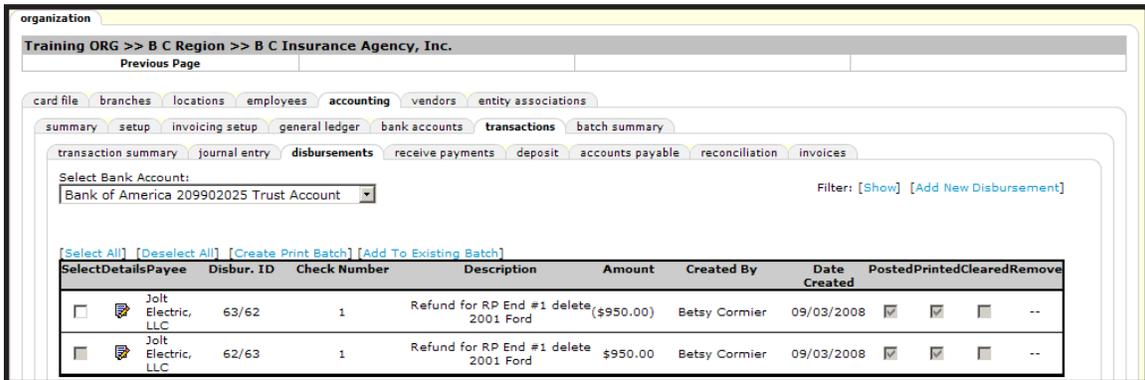
The check is displayed using Adobe® Reader®. To print the check, click the **Adobe® Reader® printer**  icon.



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).

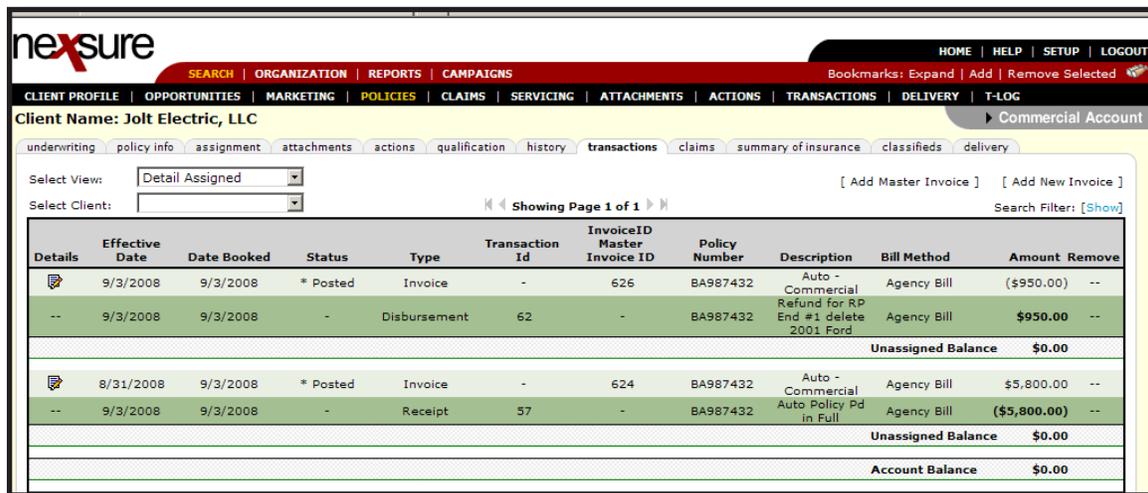


Confirming the Posted Disbursement on the Client's Account

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).

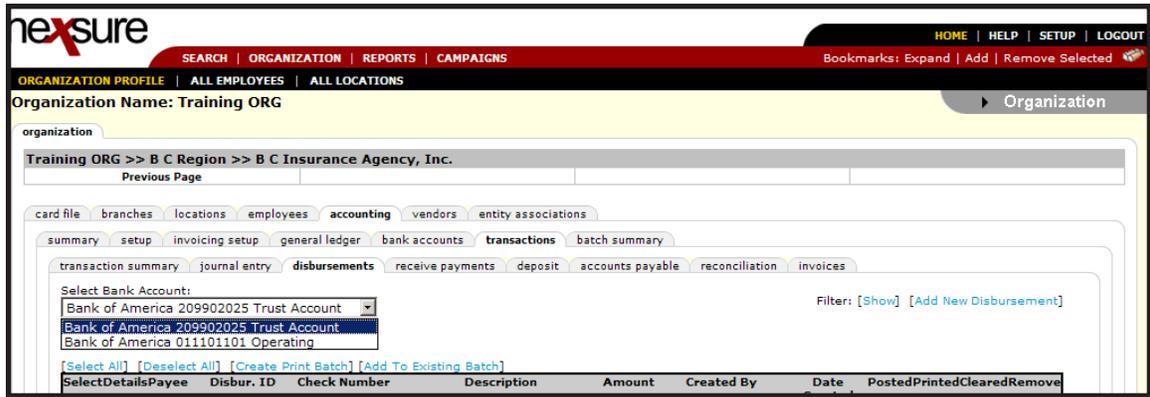


Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	9/3/2008	9/3/2008	* Posted	Invoice	-	626	BA987432	Auto - Commercial Refund for RP	Agency Bill	(\$950.00)	--
--	9/3/2008	9/3/2008	-	Disbursement	62	-	BA987432	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 Auto Policy Pd	Agency Bill	\$5,800.00	--
--	9/3/2008	9/3/2008	-	Receipt	57	-	BA987432	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.



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

Select Entry:

Entity Type:

Enter at least 3 characters for Entity Name, Location Name, and/or Address and click search.

Select Name:

Hartford Accident and Indemnity C
 Hartford Casualty Insurance (s)
 Hartford Fire Insurance Company (

Primary Name:

Select Address:

Subordinate Carriers:

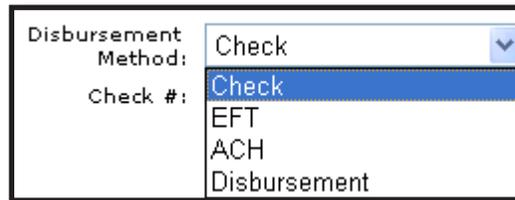
[Select All] [Deselect All]

Hartford Accident and Indemnity Company One Hartford Plaza
 Hartford Casualty Insurance One Hartford Plaza
 Hartford Fire Insurance Company One Hartford Plaza

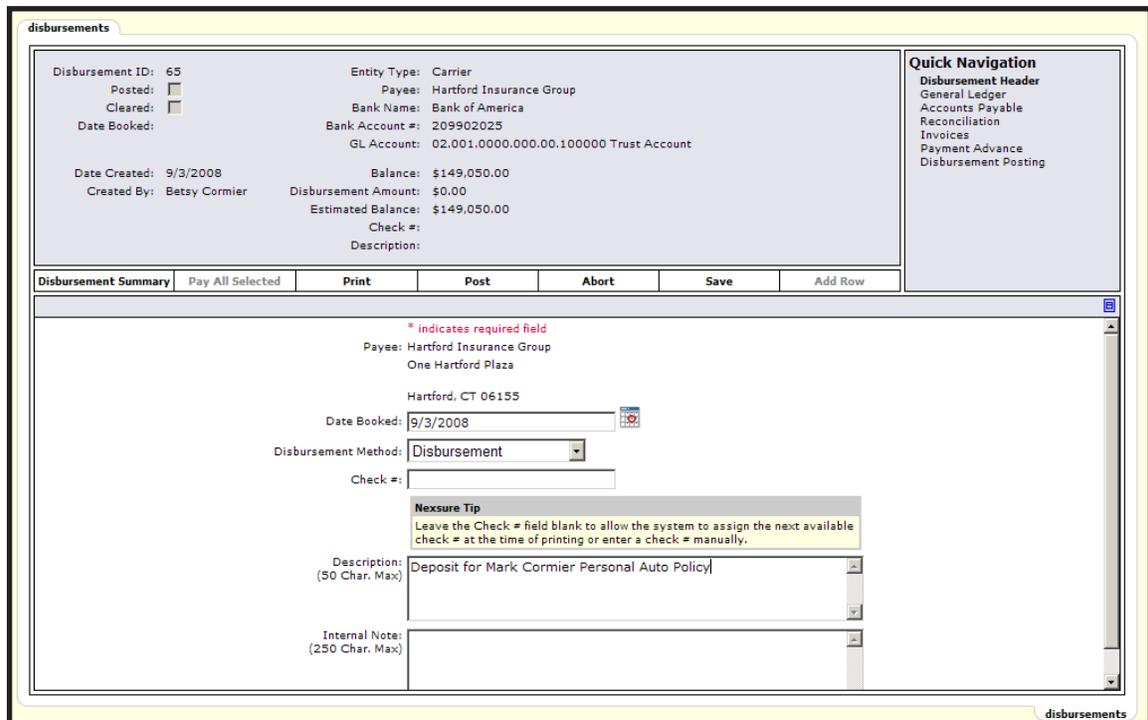
Click OK to confirm selection. Cancel to return to summary.

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.



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.



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.

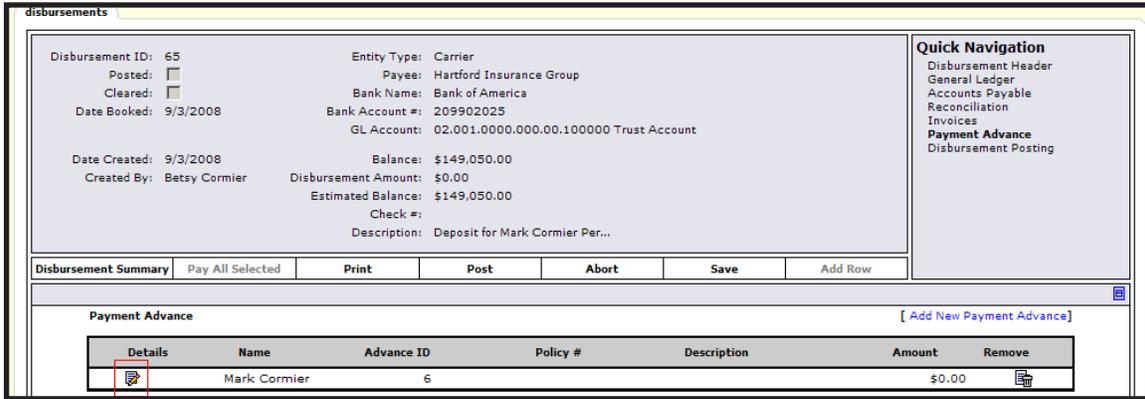
The screenshot shows the 'disbursements' window with a search modal open. The modal prompts the user to enter at least 2 characters of the name and click search. The search results list includes 'Cormier Retail Client Services, Inc.', 'Mark Cormier' (highlighted), 'Vincent Cormier', and 'Vincent Cormier (i)'. The background shows disbursement details for Disbursement ID: 65, Entity Type: Carrier, Payee: Hartford Insurance Group, and Disbursement Amount: \$0.00.

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.

This is a close-up of the search modal. The search input contains 'cormier' and the search button is visible. The 'Select Name' list shows the following items: 'Cormier Retail Client Services, Inc.', 'Mark Cormier' (highlighted), 'Vincent Cormier', and 'Vincent Cormier (i)'. The modal also includes 'OK' and 'Cancel' buttons at the bottom.

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



The screenshot shows the 'disbursements' window. At the top, there are fields for Disbursement ID (65), Entity Type (Carrier), Payee (Hartford Insurance Group), Bank Name (Bank of America), Bank Account # (209902025), and GL Account (02.001.0000.000.00.100000 Trust Account). Below these are fields for Date Booked (9/3/2008), Date Created (9/3/2008), and Created By (Betsy Cormier). A 'Quick Navigation' menu is on the right. Below the main form is a 'Disbursement Summary' bar with buttons for 'Pay All Selected', 'Print', 'Post', 'Abort', 'Save', and 'Add Row'. Underneath is a 'Payment Advance' section with a table:

Details	Name	Advance ID	Policy #	Description	Amount	Remove
	Mark Cormier	6			\$0.00	

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.

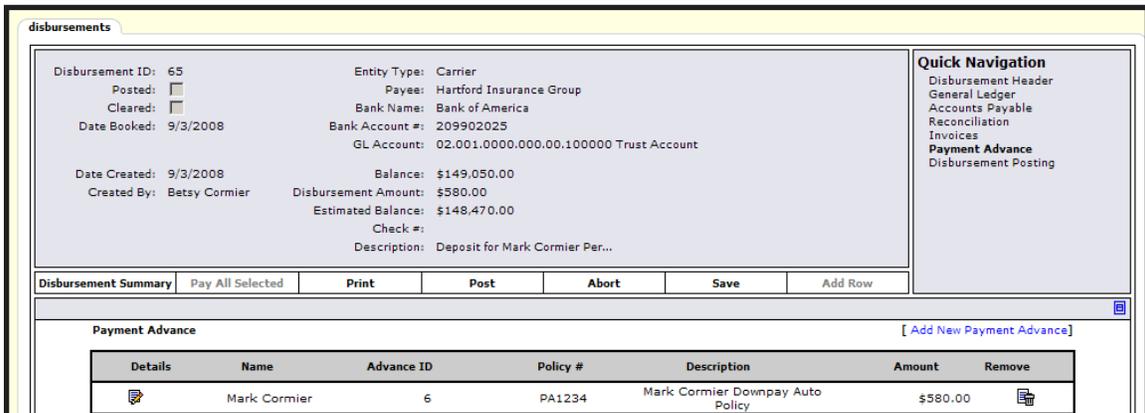


The 'Payment' dialog box has the Nexsure logo at the top right. It contains the following fields:

- Client Name: Mark Cormier
- Advance Amount:
- Policy #:
- Description:

At the bottom right are 'Ok' and 'Cancel' buttons.

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.



This screenshot is similar to the first one, but the 'Payment Advance' table now shows the updated information:

Details	Name	Advance ID	Policy #	Description	Amount	Remove
	Mark Cormier	6	PA1234	Mark Cormier Downpay Auto Policy	\$580.00	

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.

The screenshot shows the 'disbursements' window with the following details:

- Disbursement ID: 65
- Entity Type: Carrier
- Payee: Hartford Insurance Group
- Bank Name: Bank of America
- Bank Account #: 209902025
- GL Account: 02.001.0000.000.00.100000 Trust Account
- Date Booked: 9/3/2008
- Balance: \$149,050.00
- Disbursement Amount: \$580.00
- Estimated Balance: \$148,470.00
- Date Created: 9/3/2008
- Created By: Betsy Cormier
- Description: Deposit for Mark Cormier Per...

The **Disbursement Posting** table is as follows:

Account Number	Account Description	Debit	Credit
02.001.0000.000.00.110000	Accounts Receivable	\$580.00	\$0.00
02.001.0000.000.00.100000	Trust Account	\$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.

The dialog box contains the following text:

nexsure

Disbursement is in balance! Total Amount = \$580.00

Do you wish to Post? Select Cancel to return to disbursement or OK to Post.

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.

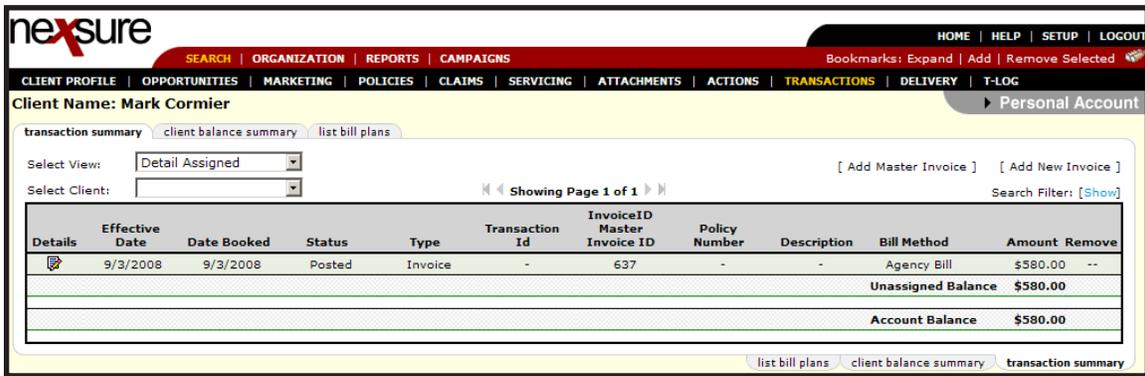
The screenshot shows the 'disbursements' window after the disbursement has been posted. The 'Posted' checkbox is now checked, and the 'Print' button is highlighted in the navigation toolbar.

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.



The screenshot shows the Nexsure web interface for client Mark Cormier. The 'transaction summary' tab is active, and the 'Select View' is set to 'Detail Assigned'. The table below shows one transaction:

Details	Effective Date	Date Booked	Status	Type	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	

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.

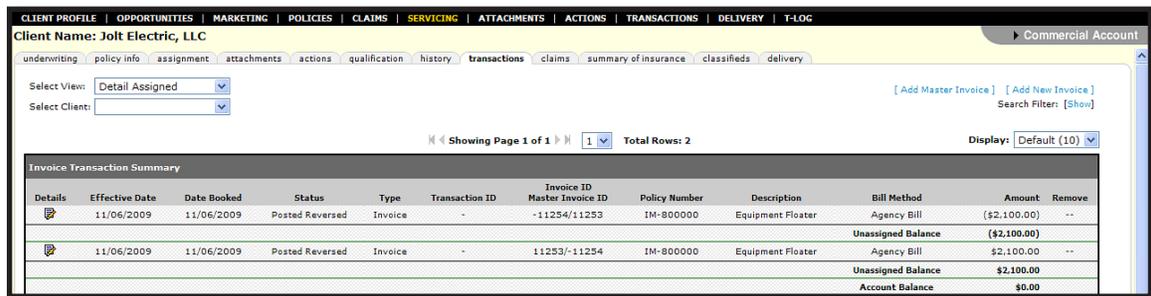
Client Reconciliation to Clean Up Client Accounts Receivable

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**.



Details	Effective Date	Date Booked	Status	Type	Transaction ID	Invoice ID	Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	11/06/2009	11/06/2009	Posted Reversed	Invoice	-	-11254/11253		IM-800000	Equipment Floater	Agency Bill	(\$2,100.00)	--
Unassigned Balance											(\$2,100.00)	
	11/06/2009	11/06/2009	Posted Reversed	Invoice	-	11253/-11254		IM-800000	Equipment Floater	Agency Bill	\$2,100.00	--
Unassigned Balance											\$2,100.00	
Account Balance											\$0.00	

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** tab, transactions and then the **reconciliation** tab.



Organization Name: Training ORG

Training ORG >> B C Region >> B C Insurance Agency, Inc.

Navigation tabs: card file, branches, locations, employees, **accounting**, vendors, entity associations

Accounting sub-tabs: summary, setup, invoicing setup, general ledger, bank accounts, **transactions**, batch summary

Transaction sub-tabs: transaction summary, journal entry, disbursements, receive payments, deposit, accounts payable, **reconciliation**, invoices

Filter: [Show] [Add New Reconciliation]

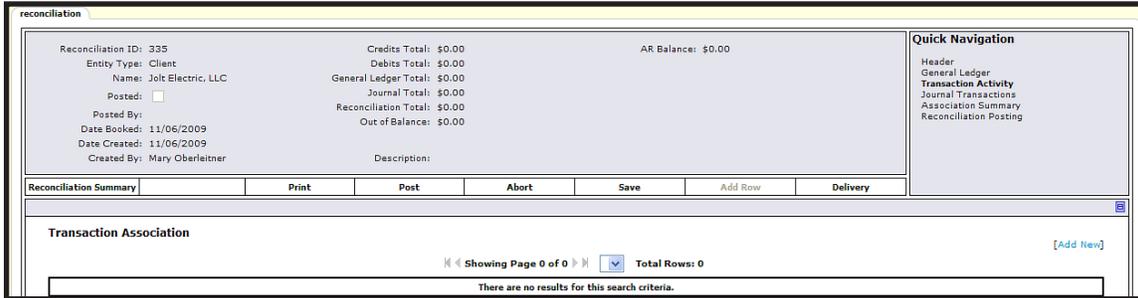
Click **[Add New Reconciliation]** to display the **Reconciliation** dialog box.

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.

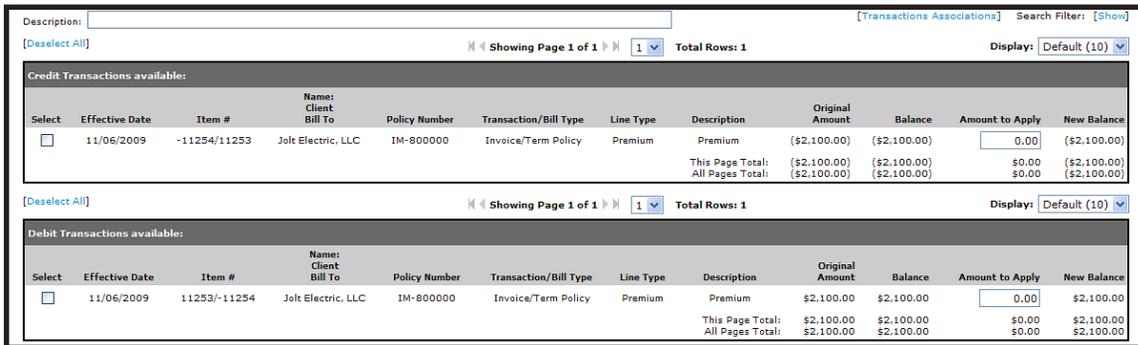
Note: Inactive clients are listed in the **Select Name** search results appended with an **(i)**. In the case of duplicate client names, the active client name is listed immediately before the inactive client of the same name.

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.



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. 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.

reconciliation

Reconciliation ID: 335 Credits Total: \$0.00 AR Balance: \$0.00
 Entity Type: Client Debits Total: \$0.00
 Name: Jolt Electric, LLC General Ledger Total: \$0.00
 Posted: Journal Total: \$0.00
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 11/06/2009 Out of Balance: \$0.00
 Date Created: 11/06/2009
 Created By: Mary Oberleitner Description:

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

Reconciliation Summary Print Post Abort Save Add Row Delivery

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

Credit Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	11/06/2009	-11254/11253	Jolt Electric, LLC	IM-800000	Invoice/Term Policy	Premium	Premium	(\$2,100.00)	(\$2,100.00)	-2,100.00	\$0.00
This Page Total:								(\$2,100.00)	(\$2,100.00)	(\$2,100.00)	\$0.00
All Pages Total:								(\$2,100.00)	(\$2,100.00)	(\$2,100.00)	\$0.00

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

Debit Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	11/06/2009	11253/-11254	Jolt Electric, LLC	IM-800000	Invoice/Term Policy	Premium	Premium	\$2,100.00	\$2,100.00	2,100.00	\$0.00
This Page Total:								\$2,100.00	\$2,100.00	\$2,100.00	\$0.00
All Pages Total:								\$2,100.00	\$2,100.00	\$2,100.00	\$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: 335 Credits Total: (\$2,100.00) AR Balance: \$0.00
 Entity Type: Client Debits Total: \$2,100.00
 Name: Jolt Electric, LLC General Ledger Total: \$0.00
 Posted: Journal Total: \$0.00
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 11/06/2009 Out of Balance: \$0.00
 Date Created: 11/06/2009
 Created By: Mary Oberleitner Description:

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

Reconciliation Summary Print Post Abort Save Add Row Delivery

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

Details	Recon ID	Transaction Type Item ID From	Item From Amount	Transaction Type Item ID To	Item To Amount	Description	Remove
	335-1	Invoice 11254	(\$2,100.00)	Invoice 11253	\$2,100.00		

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

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: 335 Credits Total: (\$2,100.00) AR Balance: \$0.00
 Entity Type: Client Debits Total: \$2,100.00
 Name: Jolt Electric, LLC General Ledger Total: \$0.00
 Posted: Journal Total: \$0.00
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 11/06/2009 Out of Balance: \$0.00
 Date Created: 11/06/2009
 Created By: Mary Oberleitner Description:

Quick Navigation

Header
 General Ledger
 Transaction Activity
 Journal Transactions
 Association Summary
Reconciliation Posting

Reconciliation Summary
Print
Post
Abort
Save
Add Row
Delivery

Reconciliation Details

Account Number	Account Description	Debit	Credit
25.001.0001.001.00.500000	People Comm Expense	\$71.40	\$0.00
25.001.0001.001.00.500000	People Comm Expense	\$0.00	\$71.40
25.001.0000.000.00.201000	People Comm Payable-Due	\$0.00	\$71.40
25.001.0000.000.00.201000	People Comm Payable-Due	\$71.40	\$0.00
Total:		\$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).

CLIENT PROFILE | OPPORTUNITIES | MARKETING | POLICIES | CLAIMS | SERVICING | ATTACHMENTS | ACTIONS | TRANSACTIONS | DELIVERY | T-LOG
Commercial Account

Client Name: Jolt Electric, LLC

underwriting | policy info | assignment | attachments | actions | qualification | history | **transactions** | claims | summary of insurance | classifieds | delivery
[Add Master Invoice] [Add New Invoice]
Search Filters: [Show]

Select View: Detail Assigned [Add Master Invoice] [Add New Invoice]

Select Client: ▼ Search Filters: [Show]

Showing Page 1 of 1 1 Total Rows: 2 Display: Default (10)

Invoice Transaction Summary												
Details	Effective Date	Date Booked	Status	Type	Transaction ID	Invoice ID	Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	11/06/2009	11/06/2009	Posted Reversed	Invoice	-	11253/-11254		IM-800000	Equipment Floater	Agency Bill	\$2,100.00	--
	11/06/2009	11/06/2009	-	Recon/Transaction Activity	335			IM-800000		Agency Bill	(\$2,100.00)	
Unassigned Balance											\$0.00	
	11/06/2009	11/06/2009	Posted Reversed	Invoice	-	-11254/11253		IM-800000	Equipment Floater	Agency Bill	(\$2,100.00)	--
	11/06/2009	11/06/2009	-	Recon/Transaction Activity	335			IM-800000		Agency Bill	\$2,100.00	
Unassigned Balance											\$0.00	
Account Balance											\$0.00	

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 write-off 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**.

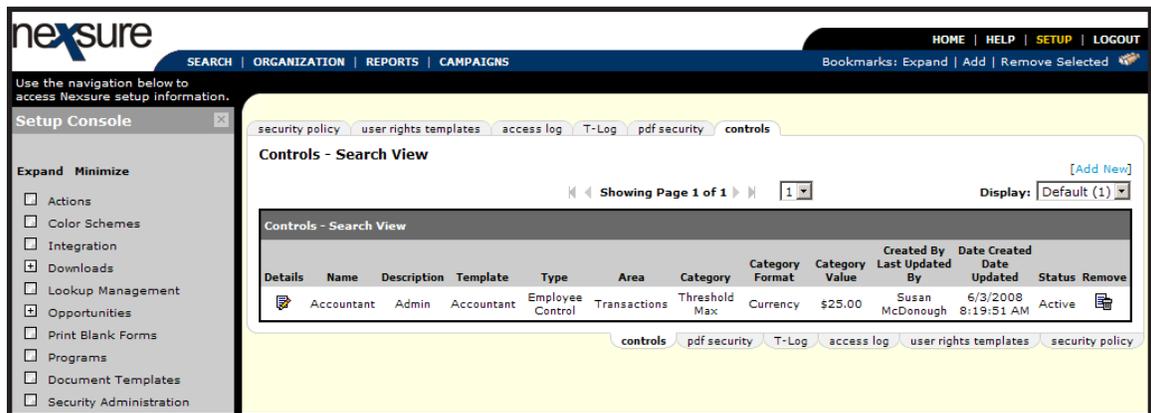
On the **Utility** menu click **SETUP** then **Security Administration** on the **Setup Console**. Click the **user rights templates** tab and select the security template to be modified. Click **[Edit]**; select **Reconciliation** in the **Core Components** list. Under **Rights** select **View** to 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**  icon and permits changes to controls. **Delete** activates the **Remove**  icon on the **controls** tab.



Use the navigation below to access Nexsure setup information.

Setup Console

Expand Minimize

- Actions
- Color Schemes
- Integration
- Downloads
- Lookup Management
- Opportunities
- Print Blank Forms
- Programs
- Document Templates
- Security Administration

SEARCH | ORGANIZATION | REPORTS | CAMPAIGNS

HOME | HELP | SETUP | LOGOUT

Bookmarks: Expand | Add | Remove Selected

security policy | user rights templates | access log | T-Log | pdf security | controls

Controls - Search View

[Add New]

Showing Page 1 of 1

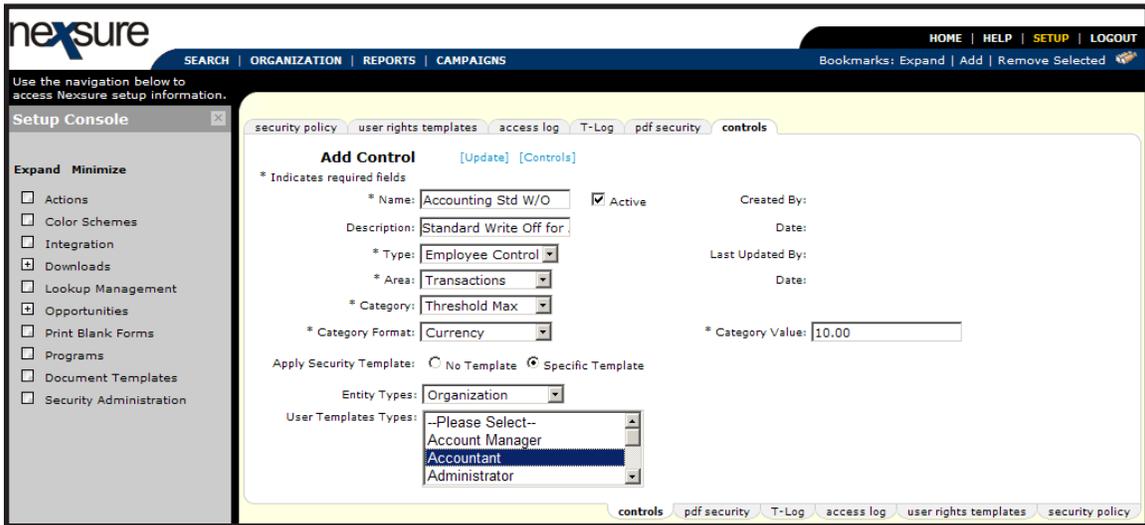
Display: Default (1)

Details	Name	Description	Template	Type	Area	Category	Category Format	Category Value	Created By	Last Updated	Date Updated	Status	Remove
	Accountant	Admin	Accountant	Employee Control	Transactions	Threshold Max	Currency	\$25.00	Susan McDonough	6/3/2008	8:19:51 AM	Active	

controls | pdf security | T-Log | access log | user rights templates | security policy

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.
Type	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	<p>Two options are available:</p> <ul style="list-style-type: none"> No Template: The control will be applied to all staff members globally and will not be associated with a specified security template. <p>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.</p> <ul style="list-style-type: none"> 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.



Click [\[Update\]](#) to add the new control to Nexsure. Click [\[Controls\]](#) to return to the **Controls - Search View** screen without saving entered information.

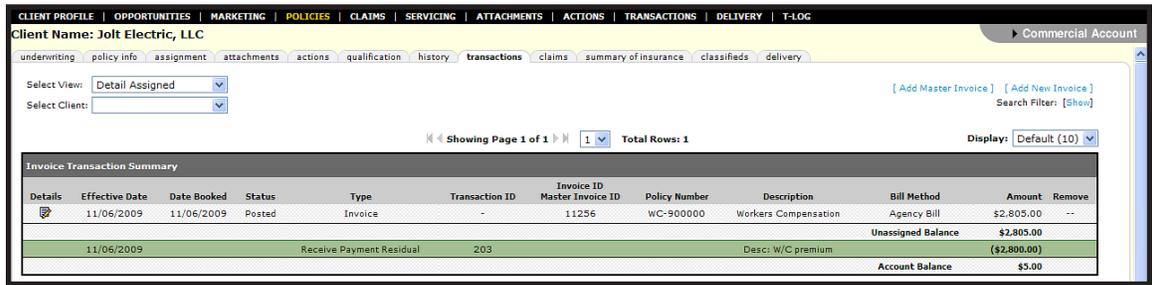
To edit a control, click its **Details**  icon and display the **Edit Control** screen. Click **[Update]** to save changes or **[Controls]** to return to the **Controls – Search View** screen without saving entered information.

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.



Details	Effective Date	Date Booked	Status	Type	Transaction ID	Invoice ID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	11/06/2009	11/06/2009	Posted	Invoice	-	11256	WC-900000	Workers Compensation	Agency Bill	\$2,805.00	--
Unassigned Balance										\$2,805.00	
	11/06/2009			Receive Payment Residual	203			Desc: W/C premium		(\$2,800.00)	
Account Balance										\$5.00	

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** tab, **transactions** and then the **reconciliation** tab.



Organization Name: Training ORG

Organization Profile | ALL EMPLOYEES | ALL LOCATIONS

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** | invoices

Filter: [Show] [Add New Reconciliation]

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: 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.

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.

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

Reconciliation ID: 336 Credits Total: (\$2,800.00) AR Balance: \$5.00

Entity Type: Client Debits Total: \$2,800.00

Name: Jolt Electric, LLC General Ledger Total: \$5.00

Posted: Journal Total: \$0.00

Posted By: Reconciliation Total: \$5.00

Date Booked: 11/06/2009 Out of Balance: \$5.00

Date Created: 11/06/2009

Created By: Mary Oberleitner Description: Apply \$2800 to W/C policy an...

Quick Navigation

Header
General Ledger
Transaction Activity
Journal Transactions
Association Summary
Reconciliation Posting

Reconciliation Summary Print Post Abort Save Add Row Delivery

Transaction View

Description: [Apply \$2800 to W/C policy and write off \$5] [Transactions Associations] Search Filter: [Show]

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

Credit Transactions available:											
Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	11/06/2009	203	Jolt Electric, LLC		Receive Payment	Receive Payment	Desc: W/C premium	(\$2,800.00)	(\$2,800.00)	-2,800.00	\$0.00
This Page Total:								(\$2,800.00)	(\$2,800.00)	(\$2,800.00)	\$0.00
All Pages Total:								(\$2,800.00)	(\$2,800.00)	(\$2,800.00)	\$0.00

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

Debit Transactions available:											
Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	11/06/2009	11256	Jolt Electric, LLC	WC-900000	Invoice/Endorsement	Premium	Premium	\$2,805.00	\$2,805.00	2,800.00	\$5.00
This Page Total:								\$2,805.00	\$2,805.00	\$2,800.00	\$5.00
All Pages Total:								\$2,805.00	\$2,805.00	\$2,800.00	\$5.00

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. 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**  icon to expand the **Client Transaction View**. Click the icon a second time to return to the original display.

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 application are not available for a new association.

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.

The screenshot shows a reconciliation window with the following details:

- Reconciliation ID: 236
- Entity Type: Client
- Name: Jolt Electric, LLC
- Posted:
- Posted By:
- Date Booked: 11/06/2009
- Date Created: 11/06/2009
- Created By: Mary Oberleitner
- Description: Apply \$2800 to W/C policy an...
- Credits Total: (\$2,800.00)
- Debits Total: \$2,805.00
- AR Balance: \$5.00
- General Ledger Total: \$0.00
- Journal Total: \$0.00
- Reconciliation Total: \$5.00
- Out of Balance: \$5.00

Quick Navigation panel includes: Header, General Ledger, Transaction Activity, Journal Transactions, Association Summary, Reconciliation Posting.

Reconciliation Summary toolbar: Print, Post, Abort, Save, Add Row, Delivery.

Account Number	Description	Debit	Credit	1099	LID #	Remove
Totals:		\$0.00	\$0.00			
Total to write off:		\$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.

The search pop-up window is titled "Nexsure Accounting" and contains the following fields:

- Region: Training - Implementa
- Territory: Training - Implementa
- Branch: Training - Implementa
- Department: Commercial Lines - 3C
- Unit:
- Classification: All
- Group:
- Type:

Filter part of the general ledger number or name or both and click "Search".

Name: writ

General Ledger Number:

Search

Select the general ledger number:

- 25.001.0001.001.00.700500 - 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

Reconciliation ID: 336 Credits Total: (\$2,800.00) AR Balance: \$5.00
 Entity Type: Client Debits Total: \$2,800.00
 Name: Jolt Electric, LLC General Ledger Total: \$5.00
 Posted: Journal Total: \$0.00
 Posted By: Reconciliation Total: \$5.00
 Date Booked: 11/06/2009 Out of Balance: \$5.00
 Date Created: 11/06/2009
 Created By: Mary Oberleitner Description: Apply \$2800 to W/C policy an...

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

Reconciliation Summary Print Post Abort Save Add Row Delivery

Account Number	Description	Debit	Credit	1099	LID #	Remove
25.001.0001.001.00.700500 Balance W		5.00	0.00	<input type="checkbox"/>	...	0
Totals:		\$5.00	\$0.00			
Total to write off:		\$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

Reconciliation ID: 336 Credits Total: (\$2,800.00) AR Balance: \$5.00
 Entity Type: Client Debits Total: \$2,800.00
 Name: Jolt Electric, LLC General Ledger Total: \$5.00
 Posted: Journal Total: \$0.00
 Posted By: Reconciliation Total: \$5.00
 Date Booked: 11/06/2009 Out of Balance: \$5.00
 Date Created: 11/06/2009
 Created By: Mary Oberleitner Description: Apply \$2800 to W/C policy an...

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

Reconciliation Summary Print Post Abort Save Add Row Delivery

Journal Associations

Showing Page 0 of 0 Total Rows: 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.

reconciliation

Reconciliation ID: 336 Credits Total: (\$2,800.00) AR Balance: \$5.00
 Entity Type: Client Debits Total: \$2,800.00
 Name: Jolt Electric, LLC General Ledger Total: \$5.00
 Posted: Journal Total: (\$5.00)
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 11/06/2009 Out of Balance: \$0.00
 Date Created: 11/06/2009
 Created By: Mary Oberleitner Description: Apply \$2800 to W/C policy an...

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

Reconciliation Summary Print Post Abort Save Add Row Delivery

Journal Transaction View
 Description: Apply \$2800 to W/C policy and write off \$5 [Journal Associations] Search Filter: [Show]
 [Deselect All] Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

General Ledger items available:

Select	Journal Type	Item #	General Ledger Number	Description	Original Amount	Balance	Amount to Journal	New Balance
<input checked="" type="checkbox"/>	General Ledger	336-1	25.001.0001.001.00.700500	Balance Write-Off	\$5.00	\$5.00	\$5.00	\$0.00
This Page Total:					\$5.00	\$5.00	\$5.00	\$0.00
All Pages Total:					\$5.00	\$5.00	\$5.00	\$0.00

[Deselect All] Showing Page 1 of 1 1 Total Rows: 3 Display: Default (10)

Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Journal	New Balance	Amount Applied
<input checked="" type="checkbox"/>	11/06/2009	11256	Jolt Electric, LLC	WC-900000	Invoice/Endorsement	Premium	Premium	\$2,805.00	\$5.00	5.00	\$0.00	\$2,800.00
<input type="checkbox"/>	11/06/2009	202	Jolt Electric, LLC		Receive Payment	Receive Payment	Desc:Pymt on W/C policy	(\$1,500.00)	(\$1,500.00)	0.00	(\$1,500.00)	(\$1,500.00)
<input type="checkbox"/>	11/06/2009	203	Jolt Electric, LLC		Receive Payment	Receive Payment	Desc: W/C premium	(\$2,800.00)	(\$2,800.00)	0.00	(\$2,800.00)	(\$2,800.00)
This Page Total:								(\$1,495.00)	(\$4,295.00)	\$5.00	(\$4,300.00)	(\$1,500.00)
All Pages Total:								(\$1,495.00)	(\$4,295.00)	\$5.00	(\$4,300.00)	(\$1,500.00)

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

Reconciliation ID: 336 Credits Total: (\$2,800.00) AR Balance: \$5.00
 Entity Type: Client Debits Total: \$2,800.00
 Name: Jolt Electric, LLC General Ledger Total: \$5.00
 Posted: Journal Total: (\$5.00)
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 11/06/2009 Out of Balance: \$0.00
 Date Created: 11/06/2009
 Created By: Mary Oberleitner Description: Apply \$2800 to W/C policy an...

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

Reconciliation Summary Print Post Abort Save Add Row Delivery

Journal Associations
 [Add New] Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

Journal Associations

Details	Recon ID	Transaction Type	Item ID From	Item ID To	Item To Amount	Description	Remove
	336-1	General Ledger	1054	Invoice 11256	\$5.00	Apply \$2800 to W/C policy and write off \$5	

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.

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**.

Journal Entry to Client Accounts Receivable (General Ledger Link)

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

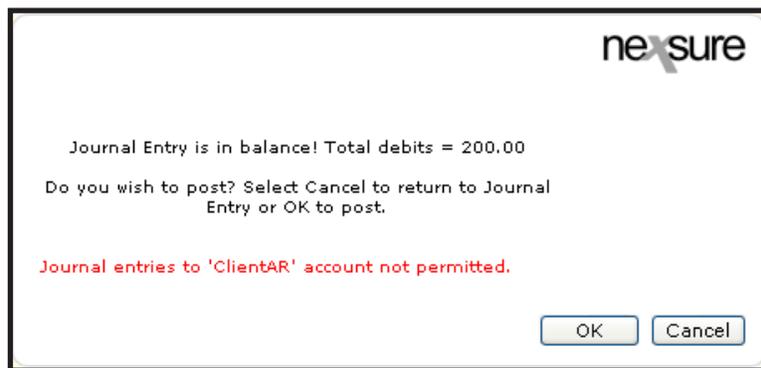
Correcting entries should be made by reversing the incorrect accounting or invoice transaction and re-entering it as an entirely new transaction.

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:



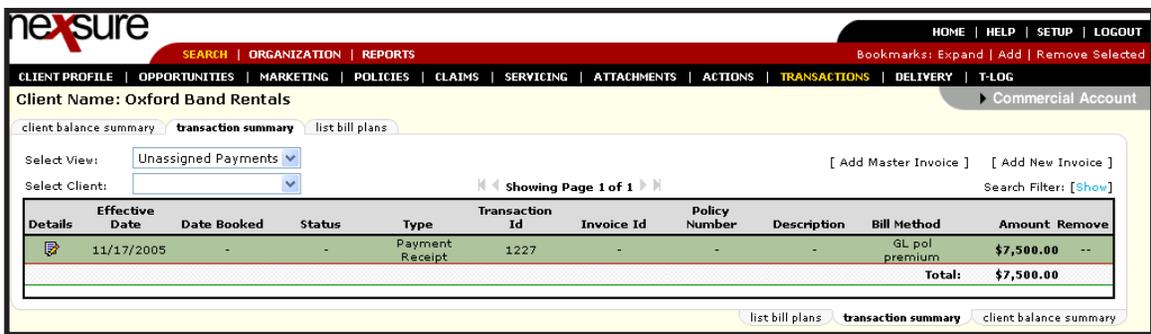
NSF Fee Charges for Returned Checks

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.

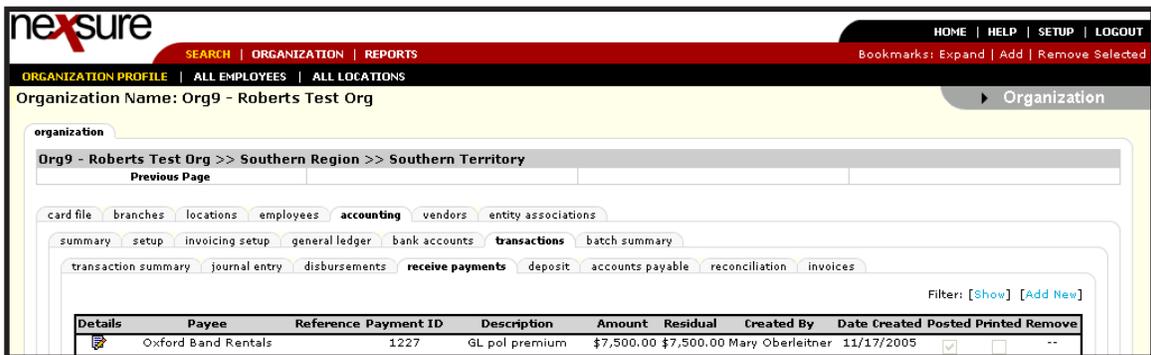
Let's begin by taking a look at the client account with a payment already added. Access the client's account by clicking the **SEARCH** link on the **Primary** menu, enter a few characters of the client name and click the **Search** button. Click the **Details** icon beside the client; click the **transactions**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



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.



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

Payments Received

Payment ID: 1227	Entity Type: Client
Posted: <input checked="" type="checkbox"/> 11/17/2005	Name: Oxford Band Rentals
Processed:	3rd Party Type:
Date Booked: 11/17/2005	Payment Type: Check
Date Created: 11/17/2005	Payment Amount: \$7,500.00
Created By: Mary Oberleitner	Residual: \$7,500.00
Reference #:	Allocated: \$0.00
Description: GL pol premium	Balance: \$7,500.00

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

Payee: Oxford Band Rentals
 600 Main st.
 Oxford, AL 36203

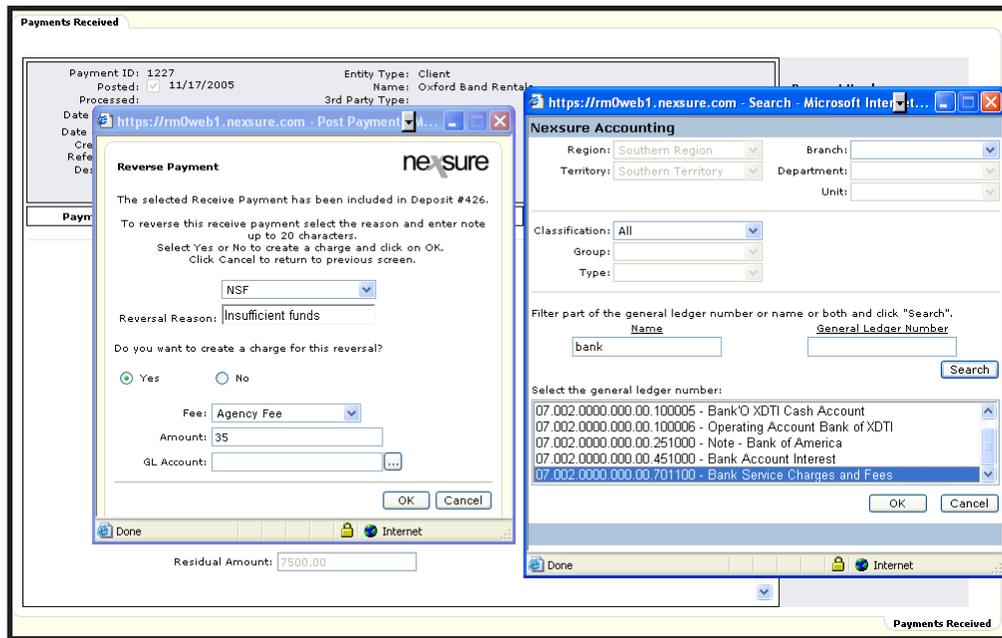
Date Booked: 11/17/2005
 Payment Type: Check
 Reference #:
 *Payment Amount: \$7,500.00
 Description: GL pol premium
 Residual Amount: 7500.00

* indicates required field

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 the fee. 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.



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.



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.

Payments Received

Payment ID: 1227/1228	Entity Type: Client
Posted: <input checked="" type="checkbox"/> 11/17/2005	Name: Oxford Band Rentals
Processed:	3rd Party Type:
Date Booked: 11/17/2005	Payment Type: Check
Date Created: 11/17/2005	Payment Amount: \$7,500.00
Created By: Mary Oberleitner	Residual: \$7,500.00
Reference #:	Allocated: \$0.00
Description: GL pol premium	Balance: \$7,500.00

Payment Header
 General Ledger
 Accounts Payable
 Invoices
 Receive Payment Details
 Receive Payment Posting

Payment Summary Pay All Selected **Print** Reverse -- -- Add Row

Payee: Oxford Band Rentals
 600 Main st.
 Oxford, AL 36203

Date Booked: 11/17/2005
 Payment Type: Check
 Reference #:
 *Payment Amount: \$7,500.00
 Description: GL pol premium
 Reversal Reason: NSF Insufficient funds

* indicates required field

Payments Received

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 HOME | HELP | SETUP | LOGOUT
 SEARCH | ORGANIZATION | REPORTS Bookmarks: Expand | Add | Remove Selected

ORGANIZATION PROFILE | ALL EMPLOYEES | ALL LOCATIONS

Organization Name: Org9 - Roberts Test Org Organization

organization

Org9 - Roberts Test Org >> Southern Region >> Southern Territory

Previous Page

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

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

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

Filter: [Show] [Add New]

Details	Payee	Reference Payment ID	Description	Amount	Residual	Created By	Date Created	Posted	Printed	Remove
	Oxford Band Rentals	1228/1227	GL pol premium	(\$7,500.00)	(\$7,500.00)	Mary Oberleitner	11/17/2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--
	Oxford Band Rentals	1227/1228	GL pol premium	\$7,500.00	\$7,500.00	Mary Oberleitner	11/17/2005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--

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.

Details	Effective Date	Date Booked	Status	Type	Transaction Id	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	11/17/2005	11/17/2005	Posted	Invoice	-	18770	-	-	Agency Bill	\$35.00	--
	11/17/2005	-	-	Payment	1228	-	-	-	GL pol premium	(\$7,500.00)	--
	11/17/2005	-	-	Payment	1227	-	-	-	GL pol premium	\$7,500.00	--
Total										\$35.00	

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

Deposit ID: 427 Bank Name: Central Bank
 Posted: Bank Account #: 5789000123
 Cleared: GL Account: 07.002.0000.000.00.100000 Trust Account
 Date Booked: 11/17/2005 Deposit Total: \$0.00
 Date Created: 11/17/2005 Balance: \$17,500.00
 Created By: Mary Oberleitner Deposit Amount: (\$7,500.00)
 Estimated Balance: \$17,500.00
 Description: Insufficient Funds from Oxford Band Rental GL premium check
 Difference: (\$7,500.00)

Quick Navigation
 Deposit Header
 General Ledger
 Receipt
 Deposit Posting

Deposit Summary Include All Selected Print Post Abort Save Add Row

* Date Booked: 11/17/2005 * indicates required field
 Deposit Method: Deposit
 Anticipated Total: -7,500.00
 Description: Insufficient Funds from Oxford Band Rental GL premium check
 Internal Note: (250 Max Chars)

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

Deposit ID: 427	Bank Name: Central Bank
Posted: <input type="checkbox"/>	Bank Account #: 5789000123
Cleared: <input type="checkbox"/>	GL Account: 07.002.0000.000.00.100000 Trust Account
Date Booked: 11/17/2005	Deposit Total: \$0.00
Date Created: 11/17/2005	Balance: \$17,500.00
Created By: Mary Oberleitner	Deposit Amount: (\$7,500.00)
	Estimated Balance: \$17,500.00
	Description: Insufficient Funds from Oxford Band Rental GL premium check
	Difference: (\$7,500.00)

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	Amount Received	Amount to Remove Deposit	--
<input checked="" type="checkbox"/>	--	11/17/2005	1228	Oxford Band Rentals	GL pol premium	(\$7,500.00)	\$0.00	--

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

Deposit ID: 427	Bank Name: Central Bank
Posted: <input type="checkbox"/>	Bank Account #: 5789000123
Cleared: <input type="checkbox"/>	GL Account: 07.002.0000.000.00.100000 Trust Account
Date Booked: 11/17/2005	Deposit Total: (\$7,500.00)
Date Created: 11/17/2005	Balance: \$17,500.00
Created By: Mary Oberleitner	Deposit Amount: (\$7,500.00)
	Estimated Balance: \$10,000.00
	Description: Insufficient Funds from Oxford Band Rental GL premium check
	Difference: \$0.00

Quick Navigation

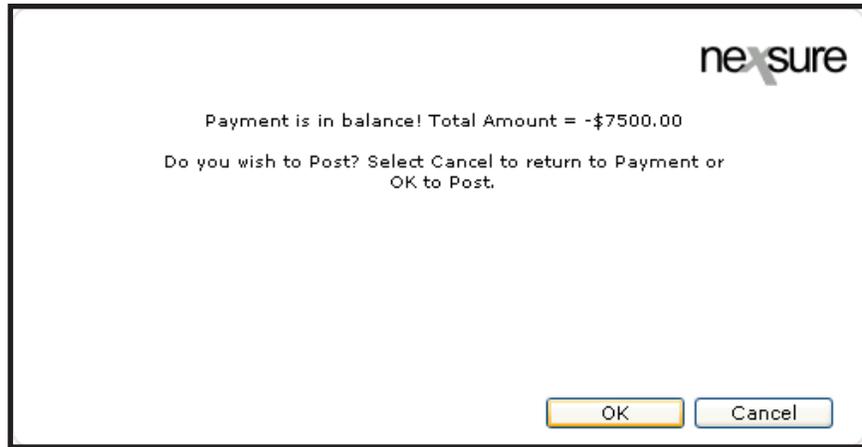
- Deposit Header
- General Ledger
- Receipt
- Deposit Posting**

Deposit Summary	Include All Selected	Print	Post	Abort	Save	Add Row
------------------------	-----------------------------	--------------	-------------	--------------	-------------	----------------

Deposit Details

Account Number	Account Description	Debit	Credit
07.002.0000.000.00.100000	Trust Account	\$0.00	\$7,500.00
07.002.0000.000.00.110900	Undeposited Funds	\$7,500.00	\$0.00
Total:		\$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 Summary		Quick Navigation	
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"> Deposit ID: 427 Posted: <input checked="" type="checkbox"/> 11/17/2005 Cleared: <input type="checkbox"/> Date Booked: 11/17/2005 Date Created: 11/17/2005 Created By: Mary Oberleitner </td> <td style="width: 50%; border-left: 1px solid black;"> Bank Name: Central Bank Bank Account #: 5789000123 GL Account: 07.002.0000.000.00.100000 Trust Account Deposit Total: (\$7,500.00) Balance: \$17,500.00 Deposit Amount: (\$7,500.00) Estimated Balance: \$10,000.00 Description: Insufficient Funds from Oxford Band Rental GL premium check Difference: \$0.00 </td> </tr> </table>	Deposit ID: 427 Posted: <input checked="" type="checkbox"/> 11/17/2005 Cleared: <input type="checkbox"/> Date Booked: 11/17/2005 Date Created: 11/17/2005 Created By: Mary Oberleitner	Bank Name: Central Bank Bank Account #: 5789000123 GL Account: 07.002.0000.000.00.100000 Trust Account Deposit Total: (\$7,500.00) Balance: \$17,500.00 Deposit Amount: (\$7,500.00) Estimated Balance: \$10,000.00 Description: Insufficient Funds from Oxford Band Rental GL premium check Difference: \$0.00	<ul style="list-style-type: none"> Deposit Header General Ledger Receipt Deposit Posting
Deposit ID: 427 Posted: <input checked="" type="checkbox"/> 11/17/2005 Cleared: <input type="checkbox"/> Date Booked: 11/17/2005 Date Created: 11/17/2005 Created By: Mary Oberleitner	Bank Name: Central Bank Bank Account #: 5789000123 GL Account: 07.002.0000.000.00.100000 Trust Account Deposit Total: (\$7,500.00) Balance: \$17,500.00 Deposit Amount: (\$7,500.00) Estimated Balance: \$10,000.00 Description: Insufficient Funds from Oxford Band Rental GL premium check Difference: \$0.00		
<input type="button" value="Deposit Summary"/> <input type="button" value="Include All Selected"/> <input type="button" value="Print"/> <input type="button" value="Reverse"/> <input type="button" value="Abort"/> <input type="button" value="Save"/> <input type="button" value="Add Row"/>			
<p style="text-align: right; color: red; font-size: small;">* indicates required field</p> <p>* Date Booked: <input type="text" value="11/17/2005"/></p> <p>Deposit Method: <input type="text" value="Deposit"/></p> <p>Anticipated Total: <input type="text" value="-7,500.00"/></p> <p>Description: <input type="text" value="Insufficient Funds from Oxford Band Rental GL premium check"/></p> <p>Internal Note: (250 Max Chars) <input type="text"/></p>			

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.

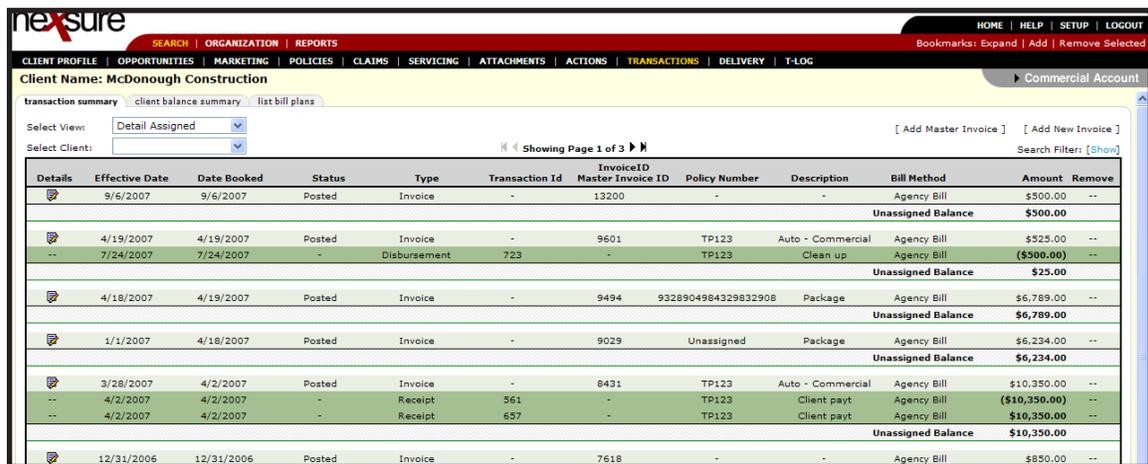
Viewing Unpaid Items

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).



Details	Effective Date	Date Booked	Status	Type	Transaction ID	InvoiceID Master Invoice ID	Policy Number	Description	Bill Method	Amount	Remove
	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	9328904984329832908	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	\$890.00	--

