

Chapter 20

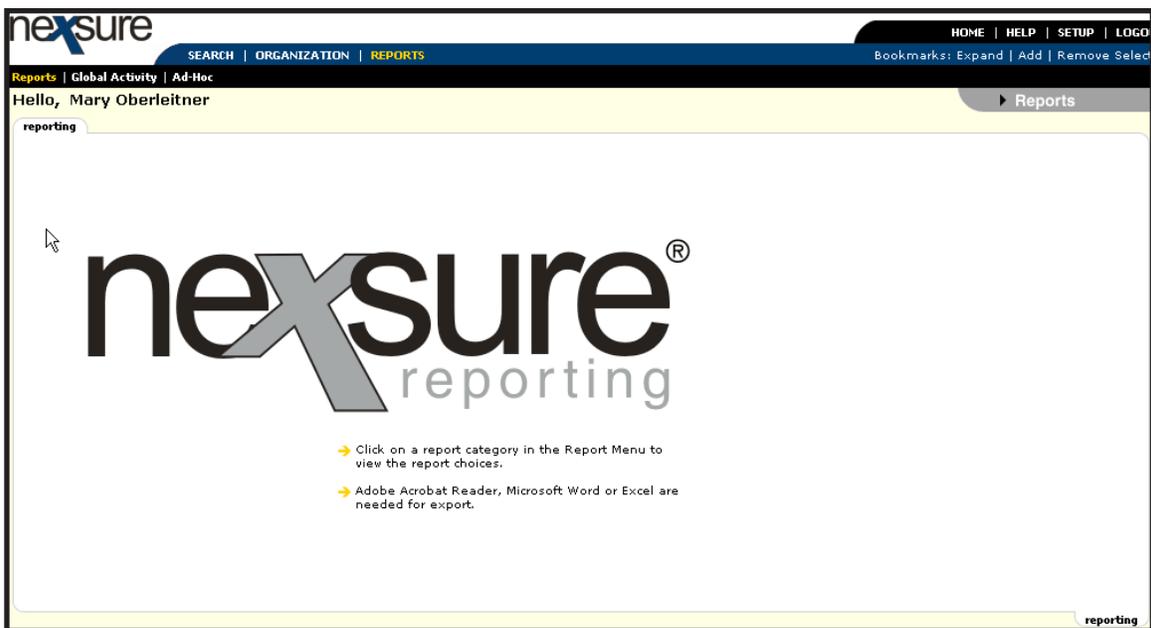
Reports

IN THIS CHAPTER

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- ✘ Global Activity
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- ✘ Report Definitions

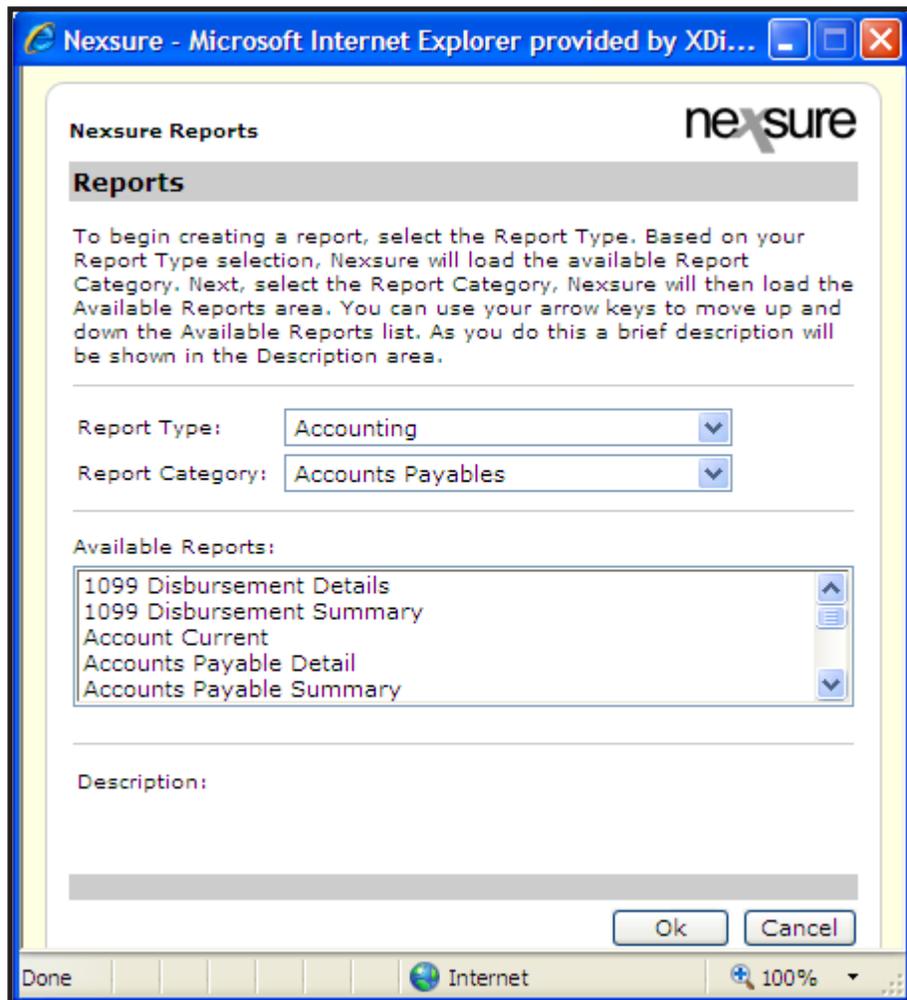
Selecting Reports

Running reports in Nexsure is accessed by clicking the **REPORTS** link located on the **Primary** menu. Click the **Reports** link on the **Reports** menu to display the Nexsure Reports pop-up.



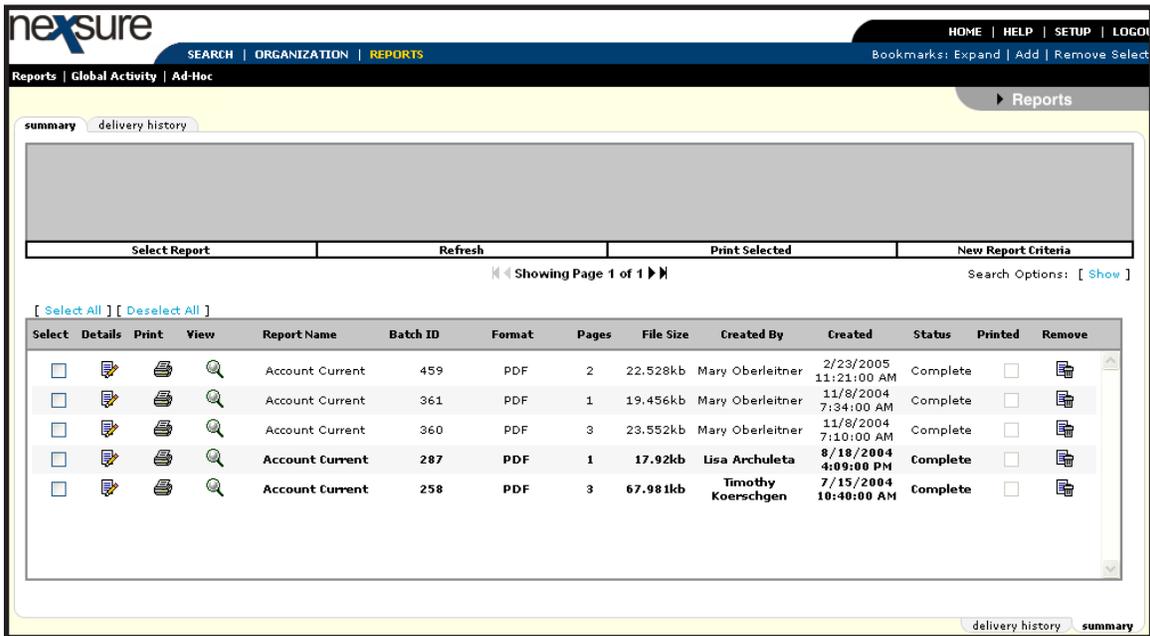
The report type is selected first and then the report category which will display the list of available reports for the selected type and category. The types and categories available to select from are as follows:

Report Type	Report Category
Accounting	Accounts Payables
	Accounts Receivables
	General Ledger
	Production
	Reconciliation
Ad-Hoc	Ad-Hoc
Clients/Contacts	Clients/Contacts
Management	Management
Marketing	Marketing
Opportunities	Opportunities
Organization	Organization
Policies	Policies

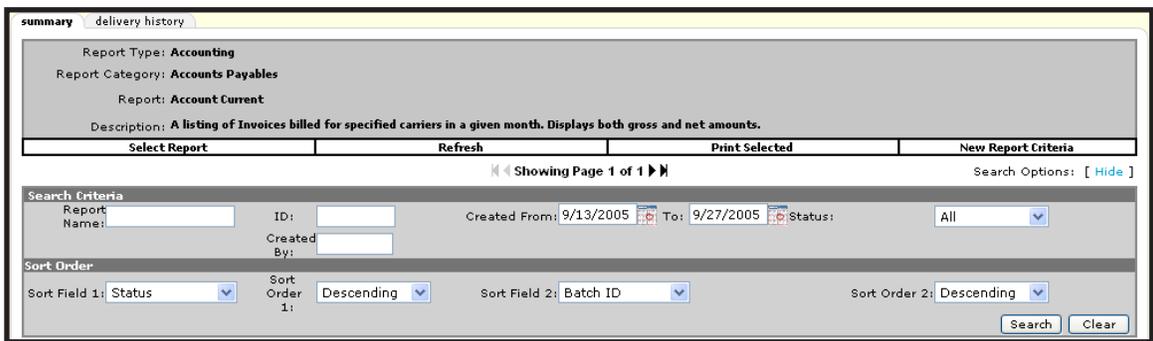


After selecting the **Report Type** and **Report Category** a list of reports will display in the **Available Reports** area. Click on the **Available Reports** name to highlight and select the desired report. When a report is selected, a brief description is shown in the **Description** area. Clicking **Cancel** will close the **Reports** pop-up. Clicking **OK** will bring up the report summary for the selected report.

This summary view includes any reports previously run but not removed. If there are multiple pages, use the show link to find a particular report.



Notice that when the [\[Show\]](#) link is clicked, a search screen is displayed. Each report screen has a preset date range to limit the view. If there were no date range limits, it could take a very long time to retrieve all the data from the server causing the possibility of a time out error when too much data is being retrieved across the Internet. A date range or ID number is the best way to locate reports with the same name and creator when searching for a specific report. After entering the search criteria, click the **Search** button to return results.



Any reports that have a **bold** font have not been viewed while the un-bolded font indicates a viewed report. A **blue** font indicates a recently submitted report that is being processed by the server. Once the screen is

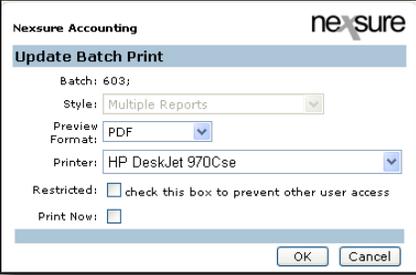
refreshed and the results have been returned, the font will return a bolded black.

[Select All] [Deselect All]													
Select	Details	Print	View	Report Name	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>				Account Current	603	PDF	0	0kb	Mary Oberleitner	9/20/2005 10:45:00 AM	Compiling 90% Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Account Current	459	PDF	2	22.528kb	Mary Oberleitner	2/23/2005 11:21:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Account Current	361	PDF	1	19.456kb	Mary Oberleitner	11/8/2004 7:34:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Account Current	360	PDF	3	23.552kb	Mary Oberleitner	11/8/2004 7:10:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Account Current	287	PDF	1	17.92kb	Lisa Archuleta	8/18/2004 4:09:00 PM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Account Current	258	PDF	3	67.981kb	Timothy Koerschgen	7/15/2004 10:40:00 AM	Complete	<input type="checkbox"/>	

The gray portion of the summary screen is identified as the Reports Summary header which contains information about the selected report. The navigation toolbar is found beneath the header. This toolbar contains active links like the toolbars in other Nexsure locations such as the underwriting screen.

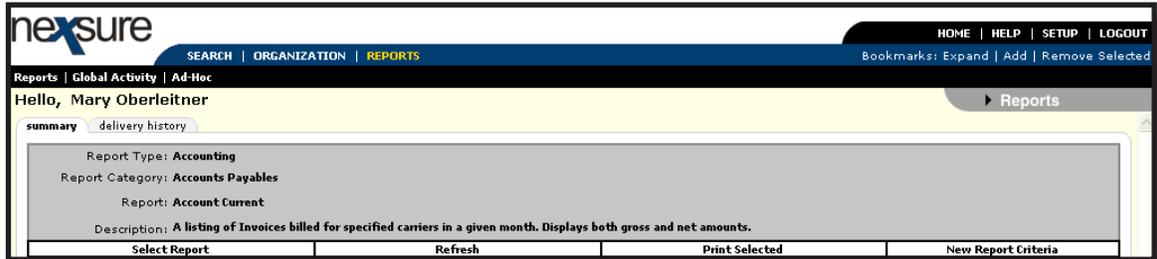
The navigation toolbar definitions are as follows:

Link name	Description
Select Report	Clicking this link will bring up the Nexsure Reports pop-up in order to choose a different report.

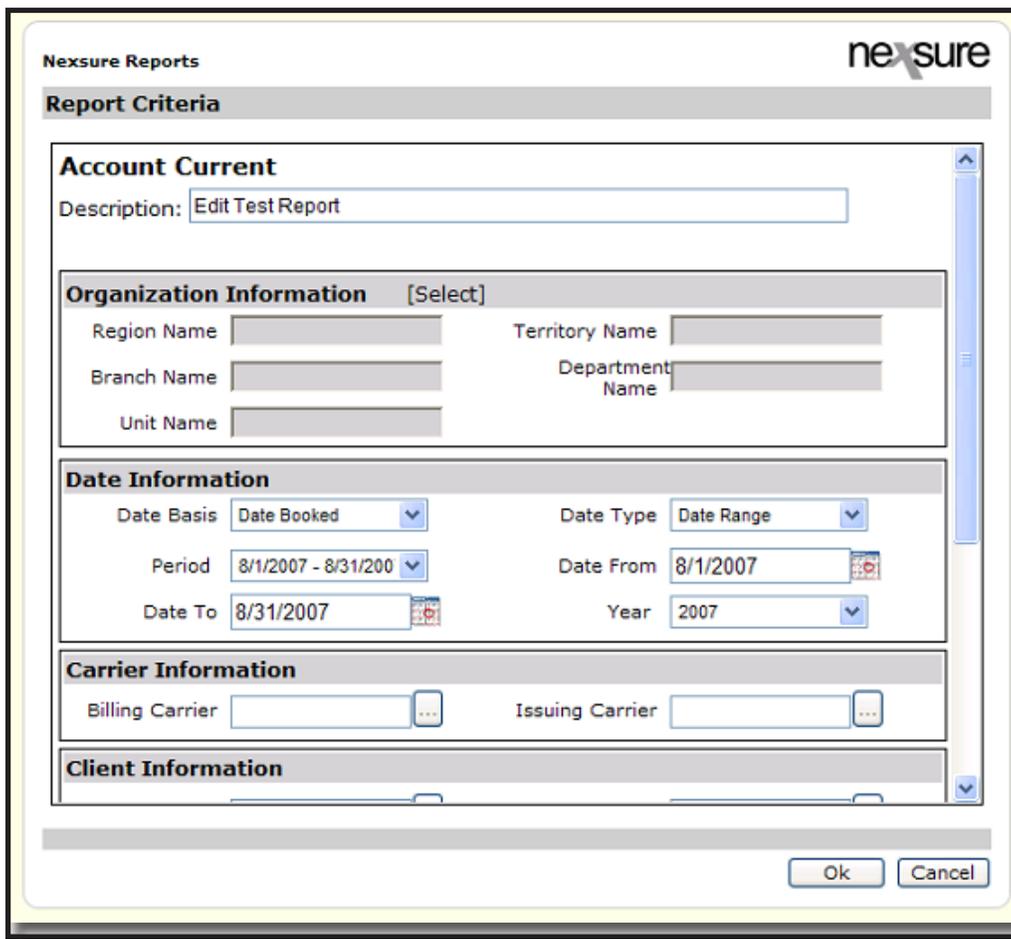
Link name	Description
Refresh	<p>Clicking this link will check for completed reports and refresh the screen accordingly. Example: If a report is displaying with a blue font, click the Refresh link. When the screen is refreshed the report's font will be bolded black if the report has been compiled and is ready to view.</p> 
Print Selected	<p>In order to use this option, begin by clicking the [Select All] link to select all reports for printing, or click in the Select check-box to the left of each report to be printed.. This option allows batch printing of the reports.</p> 
New Report Criteria	<p>Clicking this link allows the Report Criteria page to be displayed so that a new report of the type displayed on the report summary can be added for processing.</p>

Creating Reports

Clicking the **New Report Criteria** link on the report navigation toolbar will bring up the criteria choices for a new report.



Each **Report Criteria** page includes the organization structure choices, so if multiple regions, territories, etc. exist one or more at a time may be selected or the report can include all if no selection is made. Other criteria may vary depending on the type of report. After the choices are made, select **OK** to send the report request to the server for processing. While the report is processing continue by adding other reports or doing other work.



Grouping/Sorting Options
 Group By: Billing Carrier Sort By: Client Name

Page Break Options
 Page Break: No

Output Options
 Show Paid Flag: No

Report Format Options
 Format Type: PDF

Ok Cancel

To select a specific organization level, click the **Select** link next to the **Organization Information**.

Nexsure Organization Criteria

Select Region, Territory, etc. to build the Criteria filters off

Region: - Branch: -

Territory: - Department: (no items)

Search at Organization Level Unit: (no items)

Clear Current Criteria

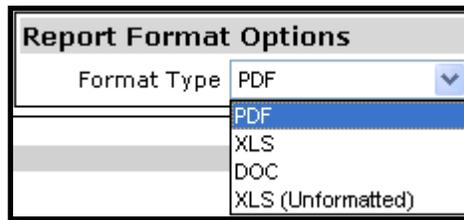
Add Criteria to the Include list.

Criteria: (Territory) Atlantic Territory

Add Del Clear

OK Cancel

In the drop down **Territory** box (or any other level desired), click the territory. Notice the territory selected now sits in the **Criteria** box. Click the **Add** button to move the criteria to the Include list field. The **Clear Current Criteria** button is available to clear the **Criteria** box prior to adding it to the **Include** list. The **Del** button is available to remove a selected criteria from the **Include** list. The **Clear** button removes all criteria from the **Include** list. Add other levels as necessary to the report by repeating these instructions. The only other consistent criteria in the reports are the output choices. In the **Report Format Options** box (found at the bottom of the criteria page), the **Format Type** drop-down box offers the following choices: PDF; XLS; DOC or XLS (Unformatted). The output default is PDF.



Clicking the **OK** button will send a request to the server to process the report. While the report is processing the font displayed is blue but once completed displays with a **bold** black font.

[Select All] [Deselect All]		Select	Details	Print	View	Report Name	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>				Account Current	604	PDF	0	0kb	Mary Oberleitner	9/20/2005 11:46:00 AM	Compiling 30%		<input type="checkbox"/>		
<input type="checkbox"/>				Account Current	603	PDF	1	58.349kb	Mary Oberleitner	9/20/2005 10:45:00 AM	Complete		<input type="checkbox"/>		
<input type="checkbox"/>				Account Current	459	PDF	2	22.528kb	Mary Oberleitner	2/23/2005 11:21:00 AM	Complete		<input type="checkbox"/>		
<input type="checkbox"/>				Account Current	361	PDF	1	19.456kb	Mary Oberleitner	11/8/2004 7:34:00 AM	Complete		<input type="checkbox"/>		
<input type="checkbox"/>				Account Current	360	PDF	3	23.552kb	Mary Oberleitner	11/8/2004 7:10:00 AM	Complete		<input type="checkbox"/>		
<input type="checkbox"/>				Account Current	287	PDF	1	17.92kb	Lisa Archuleta	8/18/2004 4:09:00 PM	Complete		<input type="checkbox"/>		
<input type="checkbox"/>				Account Current	258	PDF	3	67.981kb	Timothy Koerschgen	7/15/2004 10:40:00 AM	Complete		<input type="checkbox"/>		

Click the **Refresh** link on the navigation toolbar to return results after allowing sufficient time for the server to process the report.

Hello, Mary Oberleitner ▶ Reports

summary delivery history

Report Type: **Accounting**
 Report Category: **Accounts Payables**
 Report: **Account Current**
 Description: **A listing of Invoices billed for specified carriers in a given month. Displays both gross and net amounts.**

Select Report Refresh Print Selected New Report Criteria

Showing Page 1 of 1 Search Options: [Show]

[Select All] [Deselect All]

Select	Details	Print	View	Report Name	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>				Account Current	604	PDF	0	0kb	Mary Oberleitner	9/20/2005 11:46:00 AM	Compiling 30% Complete		

To view the completed reports, click the **View** icon.

summary delivery history

Report Type: **Accounting**
 Report Category: **Accounts Payables**
 Report: **Account Current**
 Description: **A listing of Invoices billed for specified carriers in a given month. Displays both gross and net amounts.**

Select Report Refresh Print Selected New Report Criteria

Showing Page 1 of 1 Search Options: [Show]

[Select All] [Deselect All]

Select	Details	Print	View	Report Name	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>				Account Current	604	PDF	1	58.365kb	Mary Oberleitner	9/20/2005 11:46:00 AM	Complete		

The report is displayed in the selected Report Format Type. The report may be printed in any of the output choices by selecting **File > Print** from the menu options of the displayed report. To print multiple reports, select the desired reports from summary view and click the **Print** link on the navigation toolbar.

Account Current
Date Booked From 9/1/2005 To 9/30/2005
XDTI--Training Org 972003

Page 1 of 1

Client Name	Policy Number	Invoice Number	Effective Date	Date Booked	Line of Business	Bill Type	Amount Billed	Rate	Basis	Agent's Commission	Net Amount
Billing Carrier: Allied Insurance											
JH Electrical	UMB-7699980	14021 - 1	09/09/2005	09/09/2005	Umbrella - Commercial	Endorsement	\$16.66	2.00	Flat	\$2.00	\$14.66
Soap Box Inc	000000000000000000	14216	10/15/2003	09/09/2005	Personal Auto	Term Policy	\$12,050.00	0.00	Flat	\$0.00	\$12,050.00
Trump Towers	P-79796799	14198	08/01/2005	09/01/2005	Commercial Property	Term Policy	\$500.00	12.00	% of Premium	\$60.00	\$440.00
Allied Insurance Sub Total							\$12,566.66			\$62.00	\$12,504.66
Billing Carrier: Hartford											
Beautiful Words of Flowers	CA-7655-1	14210 - 1	07/17/2005	09/02/2005	Commercial Auto	Term Policy	\$3,750.00	20.00	% of Premium	\$750.00	\$3,000.00
Winston Auto Parts	CA-7655-1	14209 - 1	07/17/2005	09/02/2005	Commercial Auto	Term Policy	\$3,750.00	20.00	% of Premium	\$750.00	\$3,000.00
Hartford Sub Total							\$7,500.00			\$1,500.00	\$6,000.00
Billing Carrier: Travelers											
Egert House Movers of Maryland	3456789	3054 - 7	03/23/2005	09/23/2005	General Liability	Term Policy	\$1,350.00	15.00	% of Premium	\$202.50	\$1,147.50
Travelers Sub Total							\$1,350.00			\$202.50	\$1,147.50

To create another report like the one created previously, click the **Details** icon of the previously created report to bring up the criteria for that report. Under the header of the Report Detail, click the **Edit** link.

Report Detail nexsure

detail delivery history [Close]

Batch Name: **Account Current** Created By: Betsy Cormier
 Batch ID: **20639** Date Created: 8/28/2007 11:05:00 AM
 Description: **test** Date Completed: 8/28/2007 11:05:00 AM
 File Format: **PDF** File Size: 87049

[Edit]

Account Current

Description:

Organization Information

Region Name Territory Name
 Branch Name Department Name
 Unit Name

Date Information

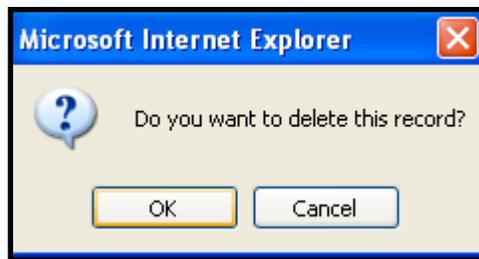
Date Basis Date Type
 As Of

delivery history detail

The criteria used in the old report are now in a **Report Criteria** pop-up, ready to be edited. After editing, click the **OK** button to run the new report.

If a report is no longer needed, it may be removed. To remove reports, click the report's **Remove**  icon on the report summary. Click OK to confirm that you want to delete the report. Once a report is removed, it may not be retrieved. If the **Remove**  icon is not present, the user logged in does not have security rights granted for report removal.

[Select All] [Deselect All]		Select	Details	Print	View	Report Name	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>				Account Current	604	PDF	0	0kb	Mary Oberleitner	9/20/2005 11:46:00 AM	Compiling 30% Complete	<input type="checkbox"/>			
<input type="checkbox"/>				Account Current	603	PDF	1	58.349kb	Mary Oberleitner	9/20/2005 10:45:00 AM	Complete	<input type="checkbox"/>			
<input type="checkbox"/>				Account Current	459	PDF	2	22.528kb	Mary Oberleitner	2/23/2005 11:21:00 AM	Complete	<input type="checkbox"/>			
<input type="checkbox"/>				Account Current	361	PDF	1	19.456kb	Mary Oberleitner	11/8/2004 7:34:00 AM	Complete	<input type="checkbox"/>			
<input type="checkbox"/>				Account Current	360	PDF	3	23.552kb	Mary Oberleitner	11/8/2004 7:10:00 AM	Complete	<input type="checkbox"/>			
<input type="checkbox"/>				Account Current	287	PDF	1	17.92kb	Lisa Archuleta	8/18/2004 4:09:00 PM	Complete	<input type="checkbox"/>			
<input type="checkbox"/>				Account Current	258	PDF	3	67.981kb	Timothy Koerschgen	7/15/2004 10:40:00 AM	Complete	<input type="checkbox"/>			



Global Activity

Clicking on the **Global Activity** link on the **Reports** menu displays a complete list of all reports that have been submitted. This page was added so all reports can be submitted for processing in order and subsequently accessed from the Global Activity summary screen.

The screenshot shows the Nexsure web interface for the 'Global Activity' reports page. At the top, there is a navigation bar with 'SEARCH', 'ORGANIZATION', and 'REPORTS'. Below this, a user greeting 'Hello, Mary Oberleitner' is displayed. The main content area features a table with columns for 'Select', 'Details', 'Print', 'View', 'Report Name', 'Batch ID', 'Format', 'Pages', 'File Size', 'Created By', 'Created', 'Status', 'Printed', and 'Remove'. The table lists several reports, including 'Account Current', 'Installment Deluxe Form 80626', 'Invoice Report - Contemporary', 'Invoice Report - Professional', 'Report Deluxe Form 80626', and 'People Payables'. A toolbar above the table includes 'Select Report', 'Refresh', 'Print Selected', and 'New Report Criteria' buttons. A search bar with a 'Show' link is also present.

Select	Details	Print	View	Report Name	Batch ID	Format	Pages	File Size	Created By	Created	Status	Printed	Remove
<input type="checkbox"/>				Account Current	604	PDF	1	58.365kb	Mary Oberleitner	9/20/2005 11:46:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Account Current	603	PDF	1	58.349kb	Mary Oberleitner	9/20/2005 10:45:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Installment Deluxe Form 80626	602	PDF	1	38.38kb	User Nexsure	9/7/2005 11:06:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Invoice Report - Contemporary	601	PDF	1	37.108kb	Mary Oberleitner	9/2/2005 7:32:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Invoice Report - Professional	600	PDF	1	38.191kb	Mary Oberleitner	9/2/2005 7:31:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				Report Deluxe Form 80626	599	PDF	1	35.726kb	Mary Oberleitner	9/2/2005 7:27:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				People Payables	598	PDF	14	81.161kb	Mary Oberleitner	9/1/2005 10:48:00 AM	Complete	<input type="checkbox"/>	
<input type="checkbox"/>				People Payables	597	XLS	14	81.225kb	Mary Oberleitner	9/1/2005	Complete	<input type="checkbox"/>	

All reports run on the same day can be easily found on this screen using the [\[Show\]](#) link to conduct a search. This page includes a default date range to reduce timing out or display lags of page results as the page is loaded. Change the criteria as needed for the particular reports and click the **Search** button to display the search results.

This screenshot shows the search and sort options for the Nexsure Global Activity Reports page. The 'Search Criteria' section includes fields for 'Report Name', 'ID', 'Created By', 'Created From' (9/13/2005), 'To' (9/27/2005), and 'Status' (All). The 'Sort Order' section includes 'Sort Field 1' (Status), 'Sort Order 1' (Descending), 'Sort Field 2' (Batch ID), and 'Sort Order 2' (Descending). A 'Search' button and a 'Clear' button are located at the bottom right of the search area.

If a new report is desired while at this level, click the **Select Report** link on the navigation toolbar to select the report. All other options on this page work the same as on the individual report summary pages.

Ad-Hoc Reporting and Custom Reports

Ad-Hoc Reports is for agencies who want to create their own reports. This is a separate purchase and is trained by our Ad-Hoc Specialist. For more information on Ad-Hoc reporting, refer to the Custom Report Services data sheet below and contact your Sales Representative.

CUSTOM REPORTS



When you want the power, flexibility and specialization of reporting provided by Nexsure Ad-Hoc reports, but don't have the resources to spare or simply prefer to have a specialist on task, the XDimensional Technologies' Custom Reporting Services Team is right for you. Once you engage our team and your reports are defined and created, they will be delivered automatically per your specifications. This includes as many e-mails as you wish and at the frequency you desire (from daily to annually). Our Custom Reporting Services Team will work with you to refine reports to fully meet your requirements.

Profit and Loss by Unit

Territory: **Southern California Territory**

Number of Employees in Unit: 3

Branch: **Orange County**

Number of Clients in Unit: 2

Department: **Commercial Lines**Unit: **Brad Booth**

	<u>Actual Amount</u>	<u>Budget Amount</u>	<u>% of Budget</u>
Income			
Insurance Income			
Agency Bill Income	\$26,000.00	\$120,000.00	21.67
Agency Fee Income	\$1,500.00	\$120,000.00	1.25
	\$27,500.00		
Expense			
Administrative Expense			
Insurance Expense	\$800.00	\$24,000.00	3.33
Payroll	\$20,000.00	\$180,000.00	11.11
Rent	\$900.00	\$180,000.00	0.50
Utilities	\$40,000.00	\$120,000.00	33.33
Sales Expense			
Advertising Expense	\$10,000.00	\$120,000.00	8.33
People Comm Expense	\$3,000.00	\$120,000.00	2.50
Vehicles-Gas and Oil	\$750.00	\$6,000.00	12.50
	\$75,450.00		
Net Income	(\$47,950.00)		

Build from Scratch or Derive Quickly from a Library – Your Choice, Your Convenience

Many custom reports are just that – reports built from the ground up. However, in many cases you can leverage work already done and get the results you need more quickly and cost effectively. A library of report templates already exist for numerous situations; some of the most common reports can be created from the following templates: Actions, Aged Accounts Receivable, Client Assignment Audit, Customer Open Item Statement, Expirations, Income Statement, Mailing Lists, New Claims, Open Claims, Policy Assignment Audit, Producer Expense, Production, Profit & Loss by Unit, T-Log Transactions by Employee, and Vendor Transaction.

How Much and When?

Pricing is based on a time estimate derived from your specifications. The process begins when you contact the XDimensional Technologies' Reports Team at (800)-789-2567. You'll be provided with a form to collect basic information and after a few calls and specification generation, you'll be ready to approve the project start. All throughout the process there are checkpoints for feedback, review and a final sign-off.

Report Definitions

Nexsure includes many reports to choose from. Below is a full list of the reports available in Nexsure including the report type, report category, available reports and a detailed description.

Report Type	Report Category	Available Reports	Description
Accounting	Accounts Payables	1099 Disbursement Details/Summary	The report may be run by specific date range. Report may be sorted by various agency specifications. To return data on the report, the 1099 box must be checked on the vendor.
		Account Current	The Account Current Report details carrier payables created when client invoices are posted to the General Ledger. The report details gross premium, agency commission, and net premium due to the carrier. The report may be sorted by various agency specifications. The agency may also elect to flag the report which will notify them of payments received from the client on the specified invoice. The report may be run for one specific carrier or all carriers. The report is run by date range or specific date period. The report may be sorted by various agency specifications.
		Accounts Payable Detail	The Accounts Payable Detail report details current liabilities owed by the agency for items or services purchased on a credit basis. The report is specific to Entity accounts set up in Nexsure; i.e. Vendor, Tax Authority, etc. The report may be run for specific payee or payee type as selected. The report may be run for a specific date range or "as of" date. Report may be sorted by various agency specifications.
		Accounts Payable Summary	The Accounts Payable Summary report details Entity payables for the selected date range. The report includes Payee Type, Amount Due, Future Amounts, Amount Paid by Agency, and Balance Due. The report may be run for specific payee or payee type as selected. The report may be run for a specific date range or As of date. The report may be sorted by various agency specifications.
		Carrier Payables Details	<p>The Carrier Payables Details report includes invoices posted to the General Ledger and details payable balance due carrier. The report includes invoiced premium, client account receivable balance, agency commission, net due to carrier, previously paid premium to carrier, and payable balance due to carrier. The report may be run for a specific carrier or all. The report is run by "as of" date. Report may be sorted by various agency specifications.</p> <p>The Carrier Payables Details report is used to show carrier payables booked through invoicing that are payable and due to carriers. When run with the default criteria this report will balance to the mandatory general ledger account for carrier payables.</p>

Report Type	Report Category	Available Reports	Description
		Carrier Payables Summary	The Carrier Payables Summary report includes payable amounts due carrier. The report details clients, total invoices premium for specific client, client account receivable balance due agency, agency commission, net payable to carrier, amount paid to carrier, and payable balance due to carrier. The report may be run for a specific carrier or all. The report is run by "as of" date. The report may be sorted by various agency specifications.
		People Payables	The People Payables report details commission due employees on invoiced premium posted to the general ledger. The report details commission rate per invoiced premium/client, people commission due, people commission paid, and commission balance due. The report may be run for a specific employee or all. The report may be run by specific date range or "as of" date. The report may be sorted by various agency specifications.
		Retail Agent Payables	The Retail Agent Payables Summary report includes payable amounts due the Retail Agent. The report details clients, amount billed, Amount collected, Retail Agent Due Amount and Retail Agent Paid Amount. The report may be run for a specific Retail Agent or all. The report is run by "as of" date and may be sorted by various agency specifications.
		Tax Authority Payables Details	The report may be run for a specific Tax Authority or all. The report may be run by specific date range or "as of" date. Report may be sorted by various agency specifications.
		Tax Authority Payables Summary	The Tax Authority Summary Report lists total payables owed each tax authority. The report may be run for a specific Tax Authority or for all. The report lists column totals for the original tax amount, future tax due, previously paid, and balances due; based on posted invoices. The report is run by "as of" date, invoices booked after the "as of date"; are considered future.
		Accounts Receivables Export	Returns open invoice line items for the date range or as of date requested in a pure Excel table format for use in external reporting, pivot table or Excel analysis.

Report Type	Report Category	Available Reports	Description
Accounting	Accounts Receivables	Aged Client Account Receivable Details	<p>The Aged Account Receivable Details Report details client accounts receivables based on posted client invoices and payments. The invoice and payment detail is listed in aging columns by dated booked. The columns default as Future, 0-30, 31-60, 61-90, over 90; but can be changed using the report criteria. The report details the name, transaction id, date booked, type of invoice, description, policy number, assignment name and type, original invoice amount, remaining balance and any residuals from payments received left on the client's account. A total is created for each grouping and a grand total at the end. The report is run by "as of date"; any invoice or payment booked after the date specified will appear in the future column. The report may be sorted by various agency specifications.</p> <p>The Aged Accounts Receivable Details report is a detailed listing of all open transactions as of the end date of the report that are due and payable to the agency from clients. Transactions will appear in aging columns based on the date booked of the invoice, receive payment or disbursement that makes up the client receivable balance.</p>
		Aged Client Account Receivable Summary	<p>The Aged Account Receivable Summary Report details client accounts receivables based on posted client invoices and payments. The invoices and payments are summarized in totals by the group selected in the report criteria. The totals are listed in aging columns by dated booked. The columns default as Future, 0-30, 31-60, 61-90, over 90; but can be changed using the report criteria. A total is created for each grouping and a grand total at the end. The report is run by an as of date; any invoice or payment booked after the date specified will appear in the future column. The report may be sorted by various agency specifications.</p>
		Client Accounts Receivable	<p>This Accounts Receivables Report details client accounts receivables, based on posted client invoices and payments. The report details the client name, bill to name, transaction id, date booked, type of invoice, description, policy number, assignment name and type, the original invoice amount, remaining balance and any residuals from payments received left on the client's account. A total is created for each group and a grand total at the end. The report may be run for one specific client or all clients. The report is run by "as of date" which will include any invoice with a balance that was booked up to the date specified. The report may be sorted by various agency specifications.</p>
		Client Accounts Receivable Export	<p>This Client AR report is run to export to Excel and contains the following column headings: Region, Territory, Branch, Department, Unit, Client Name, Bill To Name, Invoice List Bill Plan, Trans Type, Transaction ID, Invoice ID, Bill Type, Invoice Type, Date Booked Transaction Eff Date, Description, Policy No, Amount, Future Amount, Days Past Due, Created By, Created Date and up to 5 assignments. This report is run by as of or date range.</p>
		Customer Statement	Report used to generate client statements.

Report Type	Report Category	Available Reports	Description
		Customer Statement Bottom Perf	Report for sending to a client at month end, the activity on their account for that month for all accounting activity. This format places the remittance advice at the bottom of the report for return by the client with payment.
		Customer Statement Top Perf	Customer Statement Top Perf report is a new report. This report was created so that agencies will have a more comprehensive statement. Agencies can also use their own preprinted letterhead for this statement.
		Direct Bill Commission Receivable	The Direct Bill Commission Receivable Report details commission due from direct bill invoices by carrier. The report details name, effective date, date booked, policy number, line of business, original invoice amount, future balance, received from carrier and balance due. The report can be run by date range or "as of" date; invoices booked after the date are considered future. The report can be run for one carrier or for all. The report is grouped by carrier but may be sorted by various agency specifications.

Report Type	Report Category	Available Reports	Description
		Lockbox Receipts	<p>Cash Receipt transactions are created and posted for each Lockbox receipt that can be successfully matched to the corresponding invoice(s) in Nexsure. Lockbox receipts that cannot be successfully matched to an invoice are called "Exceptions". These Exceptions are posted to a suspense account and will have to be cleared manually. Once a lockbox batch has been successfully downloaded and processed, the Lockbox Receipts report can be used to output the data and see how much of the incoming funds were successfully matched to invoices and therefore applied to AR and how much had to be posted to a suspense account. The Exceptions are cleared through an Exceptions handling module. The Lockbox Receipts report also reflects clearing of the Exceptions once these receipts are manually posted which will take funds applied to Suspense and apply them to AR.</p> <p>The report can be set to print Exceptions only and the list can be used by persons responsible for clearing the Exceptions. As Exceptions are cleared, they should no longer show as Exceptions on the Exceptions Only version of the report.</p> <p>The total of the amounts applied to the Suspense account for Exception items should match the balance of the Suspense Account in the GL.</p> <p>The Lockbox Suspense Account is a balance sheet account which only gets populated to book levels--territory being the lowest level. Therefore, although the report can be requested for a branch, for balancing purposes, the report must be requested for territory or higher level.</p> <p>Like other balancing type of accounting reports, the data returned on the Lockbox Receipts report will be based on transactions that have a Date Booked that falls within the date parameters specified in the report criteria. The report will include data from Lockbox batches that have been received during the date period because the date booked on the transactions created by the lockbox process will be the same as the date the lockbox file was received. Also, the "Applied to AR/Non-Suspense" and "Applied to Suspense" amounts will reflect only those transactions that have been posted with a date booked that falls within the date parameters.</p>
		Retail Agent Aged Accounts Receivable	<p>The Retail Agent Aged Account Receivable Report details Retail Agent receivables based on posted invoices and payments made by the Retail Agent. The invoices and payments are summarized in totals by the group selected in the report criteria. The totals are listed in aging columns by dated booked. The columns default as Future, 0-30, 31-60, 61-90, over 90; but can be changed using the report criteria. A total is created for each grouping with a grand total at the end. The report is run by an As Of date; and any future payment posted after the date specified but used to pay an invoice within the date specified will appear in the future column. The report may be sorted by various agency specifications.</p>

Report Type	Report Category	Available Reports	Description
Accounting	General Ledger	Balance Sheet Details/Summary	<p>The Balance Sheet Details report displays total liability, equity and income for a specified date range. The report displays mandatory general ledger number and account description. The report may be run for specific date range or "as of" date.</p> <p>The Balance Sheet Details and Summary reports provide the ending balance of assets, liabilities and equity general ledger accounts. Standard accounting practices dictate that balance sheets should be run with an "as of" date only, however Nexsure provides the flexibility of running these reports with a date range.</p> <p>The Balance Sheet Summary report shows ending account balances summarized by account numbers, while the Balance Sheet Details report shows the breakdown of account number totals by region and territory.</p>
		Comparative Balance Sheet	The Comparative Balance Sheet details total liability, equity, and income for a specified date range and compares the current balance to the prior year same time period.
		GL Account Details	The GL Account Details Report details activity posted to the general ledger number for a specified date range given. The report includes both beginning and ending balance of the general ledger number.
		Income Statement Budget Prior	The Income Statement Budget Prior report displays and calculates revenue and expense for current month and previous year same month. The report includes differentials for monthly and year-to-date totals. The report calculates total revenue/expense to allow for net profit/loss balances for monthly and year to date differentials.
		Income Statement Details	The Income Statement Details report displays and calculates revenue and expense for specific time period selected.
		Income Statement Month YTD	The Income Statement Month YTD report displays and calculates revenue and expenses on a monthly and year-to-date basis. Report may be ran by for a specific date range or "as of" date.
		Income Statement Summary	The Income Statement Summary report details
		Journal Entries	The Journal Entries report details all journal entries posted to the general ledger within the specified date range.

Report Type	Report Category	Available Reports	Description
		Trial Balance	<p>The Trial Balance report provides a summary of debit and credit activity for all general ledger accounts in a given time frame. The report includes the GL Number and Name preceded by the System-assigned routing numbers. The report details activity for each account by including Beginning Balance, Debit, Credit, Current Activity and Ending Balance amounts and totals where the Debit Amount total should equal the Credit Amount total. The report can be run at Organization, Region or Territory level using an "As Of" date or Date Range with the ability to Exclude 13th Period transactions. Several Grouping and Sorting options are available as well as the ability to suppress line items for accounts with no activity. The report may also be run to suppress all detail line items and show totals only.</p> <hr/> <p>Note: The 13th period is selected by choosing Date Range and for the period, the last day of the year; 12/31/#### – 12/31/####. When this date option is selected, the exclude 13th period transactions filter is available for selection. Selecting the "as of date" option will disable the "Exclude 13th Period Transactions" option.</p> <hr/>
		Income Production Credit Report	<p>Reports on income generating items and which employees generated the income as based upon production credit values on invoices. Report analyzes income for the reporting period and returns the production credit relationships to those income generating items. Includes a section for Allocated and Unallocated (items that do not add up to 100% allocation) items.</p>
Accounting	Production	Income Production Credit Report	<p>Reports on income generating items and which employees generated the income as based upon production credit values on invoices. Report analyzes income for the reporting period and returns the production credit relationships to those income generating items. Includes a section for Allocated and Unallocated (items that do not add up to 100% allocation) items.</p>
		Production Analysis By Month	<p>The Production Analysis by Month Report is compiled from invoice data. Invoices on the report are not dependent on any accounting posting rules and can be run to include posted or un-posted invoices. Reversed invoices are included on the report, but manual bills are excluded. The report summarizes in column format This Year Month People Commission, Last Year Month People Commission, This Year Month Agency Commission and Last Year Month Agency Commission, based on the month and grouping selected.</p>

Report Type	Report Category	Available Reports	Description
		Production Analysis By Year	The Production Analysis by Year Report is compiled from invoice data. Invoices on the report are not dependent on any accounting posting rules and can be run to include posted or un-posted invoices. Reversed invoices are included on the report, but manual bills are excluded. The report summarizes in column format This Year People Commission, Last Year People Commission, This Year Agency Commission and Last Year Agency Commission, based on the year and grouping selected.
		Production Credit Detail	Returns data for the date range specified, reporting on the makeup of the income accounts with regards to invoicing and the allocation of production credit on those invoices. Report is designed to balance to income and shows invoice line items that are fully allocated and those invoice line items that are not fully allocated. Invoice line items that are unallocated, do not have 100% production allocated in the Other Commissions section.
		Production Detail	The Production Report includes information on posted invoices. Items are included on the report based on the following: Bill types created as manual bill are excluded from the report. Manual bills are invoices that do not post to the General Ledger and are only recorded on client transactions. Invoices that are reversed are included on the report. Items on the report are not dependent on any accounting posting rules but on the fact that an invoice has been posted. The detail report includes the details of each invoice including the commission breakdown. The data in the report is based on the selected sort for a specific date range.
		Production Graph	The Production Report includes information on posted invoices. Items are included on the report based on the following: Bill types created as manual bill are excluded from the report. Manual bills are invoices that do not post to the General Ledger and are only recorded on client transactions. Invoices that are reversed are included on the report. Items on the report are not dependent on any accounting posting rules but on the fact that an invoice has been posted. The data in the report is based on the selected sort for a specific date range. The production graph includes information based on the selected sort for a specific date range.
		Production Summary	The Production Report includes information on posted invoices. Items are included on the report based on the following: Bill types created as manual bill are excluded from the report. Manual bills are invoices that do not post to the General Ledger and are only recorded on client transactions. Invoices that are reversed are included on the report. Items on the report are not dependent on any accounting posting rules but on the fact that an invoice has been posted. The data in the report is based on the selected sort for a specific date range. The summary report includes the total amounts for the selected sort for a specific date range.

Report Type	Report Category	Available Reports	Description
Accounting	Profitability	Profitability Each Assignment Unit	This report not available at this time.
Accounting	Reconciliation	Accounts Receivable Recon	<p>Used to reconcile Accounts Receivable to General Ledger. The report can be run for all accounting levels Organization, Region, Branch, Department, and Unit. The report can be run in an "as of" date mode to support real time figures in the A/R General Ledger number. The report includes comparison of the client A/R balance to General Ledger figure. It also includes a listing of any non-default transactions that can cause an out of balance situation.</p> <p>The Accounts Receivable Reconciliation report is used to prove the balance of the mandatory general ledger account for accounts receivable. The Accounts Receivable Reconciliation shows all transactions that make up the balance of the mandatory general ledger account for accounts receivable.</p> <p>The purpose of this report is to show the ending balance of the accounts receivable balances compared to the mandatory general ledger account for accounts receivables. The report shows all accounts receivable transactions with an ending balance due to the agency within the date range selected on the report. The report also shows journal entry transactions booked to the mandatory general ledger account for accounts receivable not automatically posted to the general ledger. The balancing totals section of this report shows the total of the report minus the ending total of the mandatory general ledger account for accounts receivable and the out of balance amount.</p>
		Agency Bill Commission Income Recon	<p>The Agency Bill Commission Income Reconciliation report is a summary of Agency Bill Commission Income booked to the mandatory general ledger account for the Agency Bill Income based on the posting rules for the agency. The report is used to prove the balance of the mandatory general ledger account number for Agency Bill Commission Income. The purpose of this report is to show the transactions that comprise the total of the Agency Bill Income.</p> <p>The ending total of the agency commission (when run by default criteria) will balance to the mandatory general ledger account for the Agency Bill Income for the same period. The ending balance for the column Agency Commission on the Agency Bill Commission Income Reconciliation report, should balance to the mandatory general ledger account number for the Agency Bill Income on the Income Statement, Trial Balance and General Ledger Details reports for the same period.</p> <p>When run to show Production Credit and grouped by People, the report will break down premiums based on the production credit assigned at invoice level. Total agency commission should balance to the Agency Bill Income account where production credit does not exceed 100% on any invoice.</p> <p>Premiums will be calculated based on the following formula:</p> <ul style="list-style-type: none"> ■ Total Premium (x) Production Credit % (=) Production Credit Premium ■ Agency Commission (x) Production Credit % (=) Other Commission

Report Type	Report Category	Available Reports	Description
		Agency Fee Income Recon	Returns for the date range specified, the items that make up the Agency Fee Income account as specified in the Mandatory General Ledger setup.
		Carrier Payables Reconciliation	<p>Used to reconcile Carrier Payables to General Ledger. Report can be run for all accounting levels Organization, Region, Branch, Department, and Unit.</p> <p>May be run in an "as of" date mode to support real time figures in the Carrier Payable General Ledger number. May also run in "date range" mode to identify a specific accounting period of reconciliation.</p> <p>The Carrier Payables Reconciliation report shows the ending balance of carrier payables transactions compared to the mandatory general ledger account for carrier payables. The report also shows journal entry transactions booked to the mandatory general ledger account for carrier payables. The balancing totals section shows the total of the report minus the ending total of the mandatory general ledger account for carrier payables and the out of balance amount.</p>
		Cash Disbursements Recon	The report can be run for all accounting levels: Organization, Region, Branch, Department, and Unit. Can be used as a detail report of all disbursements in a time frame. The report is a detail register. Reversals are included with original disbursement.
		Cash Receipts	Reversed Cash receipts are included in the report as a separate line item. Posting the cash receipt is the trigger to include the receipt on the report. Items returned in the report are dependent on the selections made with regard to organization, date range and sort. All methods of payment; cash, check, credit card, EFT, ACH and debit card are included on the report. The receipt will display on the report whether the credit is assigned or unassigned. A residual amount indicates that the receipt has not been assigned to an open item. All payee types are included.
		Deposit Details	The report can be run for all accounting levels: Organization, Region, Branch, Department, and Unit. Used as a detail report of all deposits in a time frame. The report is a detail register. Reversals are included with original deposits. Receipts for payment details are included with each deposit.
		Direct Bill Commission Income Recon	Returns for the date range specified, the items that make up the Direct Bill Commission Income account as specified in the Mandatory General Ledger setup.
		Invoice Transaction Register	The report can be run for all accounting levels: Organization, Region, Branch, Department, Unit. Used as a detail report of all invoices in a time frame. The report is a detail register. Reversals are included with original invoices.

Report Type	Report Category	Available Reports	Description
		People Payable Due Recon	<p>The People Payable Report includes people commission due based on transactions posted for clients. Commissions due are included on the report according to department posting rules. Items are included on the report based on the following:</p> <ul style="list-style-type: none"> - Pay People on Invoiced Items: When the invoice is posted include the item on the report for the booked or invoiced date selected. - Pay People on Partially Paid Items: When a portion of the invoice is recognized as being paid through the reconciliation process for direct bill or receiving payment and assigning credit for direct bill, the item is included on the report for the booked or invoiced date selected. - Pay People on Fully Paid Items: When the entire amount of the invoice is recognized as being paid through the reconciliation process for direct bill or receiving payment and assigning credit for direct bill, the item is included on the report for the booked or invoiced date selected.
		People Payable Due Recon	Used to reconcile People Payable Due to General Ledger. Report can be run for all accounting levels: Organization, Region, Branch, Department, Unit. The report can be run in an "as of" date mode to support real time figures in the People Payable Due General Ledger number. The report includes comparison of People Payable Due balance to General Ledger figure. Also includes listing of any default transactions that cause out of balance situations. Items posted are based on posting rules of governing department and represent people payable commission of which corresponding A/R is paid.
		People Payable Non Due Recon	Used to reconcile People Payable Non-Due to General Ledger. Report can be run for all accounting levels: Organization, Region, Branch, Department, Unit. The report can be run in an "as of" date mode to support real time figures in the People Payable Non-Due General Ledger number. The report includes comparison of People Payable Non-Due balance to General Ledger figure. Also includes listing of any Non-Default transactions that cause out of balance situations. Items posted are based on posting rules of governing department and represent people payable commission of which corresponding A/R is unpaid.
		Reconciliation Clearing Account Reconciliation	Reports on items that currently make up the balance of the Recon Clearing Account. Includes all Cash Receipts and Disbursements sent to Recon Clearing that do not have a reconciliation match and all reconciliations posted to Recon Clearing that have not been included on a Cash Receipt or Disbursement.

Report Type	Report Category	Available Reports	Description
		Retail Agent Clearing Account Reconciliation	Shows details of transactions that make up the general ledger balance of the mandatory Retail Agent Reconciliation Clearing Account. Items listed on this report are considered to be in suspense, waiting for an offsetting entry. When an offsetting event occurs, the cleared item no longer shows on the report. This report includes a general ledger balancing block and a section for listing non-typical transactions that might cause the report to be out of balance with the general ledger.
		Tax Authority Payable Recon	Used to reconcile Tax Authority Payable Due to General Ledger. Report can be run for all accounting levels: Organization, Region, Branch, Department, Unit. The report can be run in an "as of" date mode to support real time figures in the Tax Authority Payable Due General Ledger number. Report includes comparison of Tax Authority Payable Due balance to General Ledger figure. Also includes listing of any Non-Default transactions that cause out of balance situations. Items posted are based on posting rules of governing department.
		Undeposited Funds Reconciliation	Reports on items that currently make up the balance of the Undeposited Funds Account. This includes Cash Receipts that have not been included on a Deposit transaction.
Clients/Contacts	Clients/Contacts	Client Contact List	Returns contacts information by client.
		Client Listing	Returns a client listing. May be used to return a list of clients by date-of-birth month.
		Mailing Labels – Avery 5159	Creates mailing labels for selected criteria for this size label.
		Mailing Labels – Avery 5167	Creates mailing labels for selected criteria for this size label.
		Mailing Labels – Avery 8164	Creates mailing labels for selected criteria for this size label.
		Mailing Labels – Avery 8250	Creates mailing labels for selected criteria for this size label.
Management	Management	Book of Business Details	Data compiled in this report comes from the policy info tab. Pending edits and endorsements are excluded from this report since these type policy modifications are incomplete. The estimated premium is taken from the opportunities estimated commission field. If an opportunity is not created and sent to marketing and that same policy placed in force, the field will remain as a zero. History policies are excluded from this report.

Report Type	Report Category	Available Reports	Description
		Book of Business Summary	Data compiled in this report comes from the policy info tab. Pending edits and endorsements are excluded from this report since these type policy modifications are incomplete. The estimated premium is taken from the opportunities estimated commission field. If an opportunity is not created and sent to marketing and that same policy placed in force, the field will remain as a zero. History policies are excluded from this report.
		Coverage Rounding	Returns a list of all clients that have a particular line of business without another line or business or with either of 2 different lines of business to help round client accounts.
		Lost Business	This report returns all policies that were sent to history by posting the cancellation. If the policy is reinstated or re-written this is not considered lost business and will not return on the report.
		New Business	This report returns all policies in-force with a mode of New.
Marketing	Marketing	Marketing Policies	The Marketing Policies report includes by default all policies with a Marketing Stage. Criteria may be modified to narrow the report result. No opportunities or policies would be included in this report.
		Marketing Results	The Marketing Results report has default parameters to display all policy modes of "New" with a "Group by" or "Referred by" selection. The "Referred by" selections are added in Setup under Lookup Management and are selected on the client "Profiling" tab. If the field is left empty, the report will return "Default" as the referred by. Running the report using default criteria will contain all "New" policies written within the selected date range for the selected organization. The Marketing Results report will display all policies whether an opportunity, marketing or policy depending on the criteria selections.
Opportunities	Opportunities	Opportunity Details	The Opportunity Detail report displays detailed opportunity information gathered from the qualification tab on OPPORTUNITIES and MARKETING policies. Depending on the criteria selection, this report may display opportunities and/or marketing policies. The Opportunity reports can be grouped and sorted by various criteria. Opportunity count and commission totals are displayed as a grand total.
		Opportunity Summary	The Opportunity Summary report is the same as the Opportunity Detail except it does not include the scoring detail, contact name or contact role. Also, the opportunity count and commission totals are displayed according to selected grouping criteria along with a report grand total.
Organization	Organization	Carrier Listing	Returns a complete list of all carriers with all added locations
		Employee Listing	Returns a complete list of all employees.

Report Type	Report Category	Available Reports	Description
		Organization Hierarchy	Returns a complete list showing the organization hierarchy levels.
Policies	Policies	Actions	Returns Actions – Open/Closed or all for specific time range.
		Claims	Returns Claims – Open/Closed or all for specific time range.
		Expirations	Returns for the date range or as of date specified, those policies which have policy expiration dates within the date criteria.
		Expiration Excel Export	Unformatted Excel report for assessment of upcoming renewal workload across departments and teams.

