



# TAM Accounting Month End & Reports

SESSION HANDOUT

## Prepared for Applied Client Network and Applied Systems

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Material contains excerpts from:

**Month End Made Easy**

Christine Forbes, The Daniel & Henry Co.

**The Fast Track Guide to Getting the Most Out of TAM**

ASCnet's Tool \*

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## Target Audience:

|                                     |                                |
|-------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | Accountant/Bookkeeper          |
| <input type="checkbox"/>            | CSR                            |
| <input type="checkbox"/>            | Carrier                        |
| <input type="checkbox"/>            | IT Manager/Systems Coordinator |
| <input type="checkbox"/>            | Operations                     |
| <input type="checkbox"/>            | Principal/Owner                |

|                          |                   |
|--------------------------|-------------------|
| <input type="checkbox"/> | Producer          |
| <input type="checkbox"/> | Trainer           |
| <input type="checkbox"/> | Vendor            |
| <input type="checkbox"/> | ALL               |
| <input type="checkbox"/> | Other: (describe) |

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## Seminar Type: Accounting

**Seminar Level: Basic:** An introductory level course is basic in nature and addresses fundamental concepts. We expect attendees to have a basic level of insurance knowledge, have been oriented to an agency's processes. For functional courses, it is not necessary for the attendee or participant to have previous knowledge of the agency management system or software program.

**Intermediate:** An Intermediate level class takes the concepts originated from a basic level course, and adds more layers or parallel concepts. For functional courses, these classes will require the participant or attendee to have some basis to work from as they are learning new facets of the agency management system or software program.

**Class Description:** This session examines the details behind the month end procedure including:

- Initiating month end
- Run in-balance checks
- Generate journal entries
- Review of reports to substantiate JEs
- Accepting and posting journal entries
- Setup and run accounting and management reports
- Year End Considerations

We will walk through a month end and include options for saving reports electronically.

**Learning Outcomes:** Attendees will be able to:

- Better understand the Month End Reports menu
- Learn which reports support the Month End Journal Entries and how to validate them
- Have optional ideas about "system down" requirement, and the timing of running the Month End process
- Recognize alternatives for storing reports electronically

**Assumptions:** This seminar is based on the following  
Applied TAM Version 2016  
Microsoft ® Word Version 2013

## When to Run Month End?

Every agency has a different preference for when month end is run. Some approaches:

- Run on the last day of the month or first day of the new month
- Wait for the bank statements to come and be reconciled before closing
- Wait for the carriers to be paid mid month after the month to be closed
- Wait until all entries have been verified and checked
- Wait until the Systems Operator is back from vacation

While it is possible to leave months “open” for long periods of time, it is generally not advisable; it makes fixing errors that happen later more difficult, makes running up to date financial reports impossible, and generally makes the system more vulnerable.

If you are NOT closing on the last day of the month be aware of the methods to keep later data in the correct month:

- Initiate the month right after running closeday on the last day of the month (which will advance the default accounting month automatically), OR
- When performing closeday for the last day of the month, advance the date AND the accounting month to the next default month. This allows work to continue into the new month, but items can still be posted into the old month without getting “the month has been initiated do you wish to reconsider?” question. Initiate the month when you are ready to do the actual Month End.

If you decide NOT to close the month right at month end, please be aware of:

- If choosing to run Book of Business or Cross Reference Book of Business Reports on a consistent basis, they should be run the last day of the month.
- If the default accounting month is not advanced it is likely that data for the new month will fall into the old accounting month in error.
- If using Customer Statements with or without service charges, those should also be run on a consistent basis (perhaps the last day of the month).
- For any write offs, J/E between item cleanup, or void transactions, the entry will default into the new accounting month unless the accounting month is temporarily rolled back. If already initiated, Un-initiate. If the accounting month has merely been changed on login, logout and back in and revise it back to the prior month (remembering to reset back or initiate once complete).
- At year end, if not initiating the new month, you must run Replicate Chart of Accounts to be able to operate into the new year.

## When must users be “OUT” for month end?

The only time users must be totally out of the system is for the Initiate process. Some agencies prefer to have users out while any Book of Business or Cross Reference Book of Business reports are run (so that multiple versions of reports are working off the same set of billing screen data) but it is not required.

There is **NO REASON** to keep the rest of the agency staff from working (or working with old system dates). Accounting does **NOT** have the right to keep the rest of the staff from functioning effectively!

## Do I really need to Run and Keep all this Paper?

Reports should be run to review detail, make corrections, and validate month end journal entries. Many reports can be created at a later time, though some of the detail may have changed (i.e. backposting in a Status of Accounts), but some cannot be recreated (Book of Business and Aged Accounts Receivable among them). If possible, create and store reports electronically, making sure that they are saved to a drive that is backed up; but because they contain financial data they should not be stored on a drive that is accessible to everyone. If stored electronically, develop a folder structure that includes the year and the month, and have a consistent naming convention for each report and include all that information on your agency unique Month End Checklist.

## Customizing the Month-End Checklist

Every agency should have procedures for the various areas/departments within the office. TAM provides a canned procedure/checklist for the actual Month-End process. This canned checklist should be modified to match your agency specific procedures.

The checklist is located in the X:\DOCS\ directory (where X is the drive letter that corresponds with the network drive TAM is loaded on. If a TAM Central user, you will need to verify the location of this directory). The name of the file is MO\_END.DOC. To customize this checklist, simply open Microsoft Word, locate the MO\_END.DOC file and open the file. Once the file is open, revise the document so that it reflects your procedures/checklist for Month-End. Once revisions are complete, save the file and do not change the name. Alternatively, if you already have a checklist of your own, save it over the top of the file location above, and replace the file with your own. The program calls this file when you select the option to **Print Month-End Checklist** from the Month End menu. It is also recommended that this file be saved to another location to avoid being lost if an update to TAM replaces the canned version of the checklist. By having another copy elsewhere, it can easily be copied to the DOCS directory. Please note that if you do have two copies and changes are made in one, you need to make changes in the other file as well.

Once the document is updated to reflect your procedures, you or anyone in your agency should be able to select the option to **Print Month-End Checklist** from the Month-End menu and follow your agency specific procedures.



## Preliminary Month-End Cleanup

The following are items that should be done prior to your actual Month-End procedure. Some of these processes are likely already being handled through night utilities. If so, it is not necessary to run them manually prior to the Month-End procedure.

### Run All “Stay in Balance Checks”

These “in balance checks” should be run at least once a week to ensure that there are no transaction errors. The following are items that may be run as part of your night utilities. If these are being handled with your night utilities, it is not necessary to run these prior to your Month-End procedure.

- Clients
- Cash Journals
- Accounts Receivable
- Accounts Payable (if using the Voucher system)

If you choose to run manually, it is done in the Month-End menu. While in the Month-End menu, select the option **Month-End In Balance Checks**.

Options are:

- **All Balance Checks** – When this option is selected, it will run the balance checks for each of the other four items outlined below.
- **Clients** – When running the “Client” in balance check, the Validate Client Balances Utility is being run. If the validation finds errors, these can be corrected by going to Utilities, + by Accounting, + by Receivables folder, select the option “Validate and Repair Client Balances” and the Selection Arrow. The error report will list an error number. Select the appropriate error number in the validation screen and follow the prompts (customer code, etc.). It is possible that you will have multiple errors on the same client. Always select the highest error number first. For example, if a client has an error 2 and an error 5, fix the error 5 first, then the error 2. These are listed in the validation area after the verbiage for that error number.
  - IMPORTANT NOTE: Do NOT select the options for error 1 (Attach missing credit/debit to an item), error 6 (Recalculate broker commissions), or the last option (Update transaction without balance adjustment) UNLESS you are directed by an Applied Systems support technician.
- **Cash Journals** – Follow the steps below if an out-of-balance error is encountered when validating Cash Journals.
  - Rerun Cash Journals and Check the box for “Repair any incorrect balances found”
- **Accounts Receivables** – When validating Accounts Receivables, some of the errors encountered are:
  - Transfer Account Errors:  
The transfer account should always have a zero balance. If the report indicates that you do not have a zero balance:
    - Run a Status of Accounts report for the Transfer account only.
    - Include Month-End journal entries and regenerate Month-End journal entries before running the report.

If the account balance is not zero:

- Check to see that each item has a corresponding debit and credit. If not, make the necessary correction to the General Ledger and rerun the report to show that the correction was made.
- If the debits and credits for the current month match, and the net change is zero, look to see if the opening balance is zero. If not, the error occurred in a prior month. Follow the same procedure above for each month prior until the error is found and corrected.

#### Current Month Receivables

If an error is received when validating receivables that the DBI and CRI transactions are out of balance:

- Run a Production report for the month that being closed. The parameters should be:
  - Only the current accounting month
  - All for every other criteria except Transaction Type, and select CRI and DBI
  - Sort by customer, subtotal by customer, summary output.
- CRI and DBI transactions are internal transactions that offset one another. The report should have all zero balance items except for the customer with the error. Contact Applied Systems support for assistance in correcting.

#### Month-To-Date Receivables (Current Period)

Many things cause an out-of-balance situation within an accounting month. The most likely cause of a current period out-of-balance is a deposit, direct bill advance, or return premium check filing on the customer, but not the general ledger; or filing with different amounts. This is referred to as a “Cash Crash”. If a cash crash has occurred, the balance receivable error report will list the transactions involved. The error messages indicating a cash crash are:

- Corresponding receipt or disbursement reference # not found in customer invoices, or
- Corresponding invoice reference number not found in cash receipts or disbursements.

User defined transactions offset to the transfer account may make the account appear to be out of balance if running a status of accounts and not including MJE's, but it would not cause a current period out-of-balance on the balances receivables report. It could be caused however by any user defined or JNL transaction offset to accounts receivable. This is not a “normal” occurrence and should only be done on the advice of Applied's support department.

If the error is not the result of a cash crash:

- Run a Miscellaneous Production report for the user defined transactions or JNL transactions that offset to Accounts Receivable.
- Run a Status of Accounts for just the accounts receivable GL number to be sure no manual JE's were entered.

In all cases:

- Run a Trial Balance to check for errors. If the Trial Balance detects an error it will automatically delete the offending entries and print a report of the deletion.

Usually this is a deposit which must be re-entered manually through a journal entry. Contact Support for any questions or assistance.

- Note that the report will still show the error detail until the month is closed, but the report detail will no longer be out of balance.

### Year-To-Date Receivables

If an error is received when validating receivables that your year to date is out of balance, follow the procedures below:

- Sometimes, year-to-date receivables out of balance errors are due to an Error 7. This happens when an internal transaction is missing. Run the client validation through the Utilities menu and be sure to check the box to include Error 7's. If there is an Error 7, contact Applied Systems Support for help.
- If you do not have an Error 7, review the following:
  - Were there any JE's to accounts receivable other than the Month-End journal entry? Run a Status of Accounts report for a range of months for the receivables account only and check the report for any JE's.
  - Were any user-defined transactions or JNL transactions offset to the receivables account? Check this by running a Miscellaneous Production Report for all transactions and review the offsets. Transactions of this type should normally be used only at the direction of the Applied Support Dept. You can also review your User Defined Transactions through Utilities, + by Accounting, + by Receivables, User Defined Transactions and the selection arrow. From the screen you can select Print and either print or preview. The type of transaction to be concerned about would be similar to the one shown in the screenshot below offsetting to Accounts Receivable.

### User Defined Transaction Listing

| Trns | B | Description                   | Com Prem Account | Title                        |
|------|---|-------------------------------|------------------|------------------------------|
| ELT  | M | Direct Bill Co's ELT of Funds | 1095             | Electronic Trans Direct Bill |
| JE4  | M | Accounting Use Only           | 1100             | Accounts Receivable          |

\*\*\* End of Report \*\*\*

Use caution with any transaction type such as this, offsetting to Accounts Receivable

- Re-run the prior month's Balancing Reports to see if their current periods are in balance. The year to date numbers will always be out of balance, but when you reach the month causing the out of balance the detail on the error report should also print for that month.
- Run the Status of Accounts report for the accounts receivable account only, for prior months, one month at a time. Verify the beginning balance for each month matches the ending balance for the prior month.

- **Accounts Payable** – This validates to ensure that no vouchers were processed in the current month with a future accounting month.

## Clean Up Aged Receivables

It is important to clean up Aged Receivables prior to Month-End. This is especially true if the agency is set up as Cash based for agency billed items or producers are paid on either partially or fully paid items. Say for example your client, has been invoiced \$1,500 for the renewal policy. You receive payment of \$1,500 but the receipt is left on account. While the client now has a zero balance, there are two open items, the charge of \$1,500 and the payment of \$1,500. Since the payment was left on account, the producer will not get paid commission for the premium, since it is still an open item. If the agency is Cash based, the income for un-cleared items will also not be recorded.

The best way to clean up Aged Receivables is to run an Aged Receivables report. Report options are:

### Aged Receivables Report

Use the Age Date as the current date, in Prebill Option select “Items in Future Acctg Month”, and OK then select the next month in the future. If anything has been invoiced too far in the future (i.e. 2020) it will appear in the Prebill Column (correct with assistance from Support). Watch for unapplied credits that should now be applied, un-refunded credits where monies have been received from the carrier, or small balances which should be waived.

### Aged Receivables with Report Mode of “J/E Between Item Accounts”

This will automatically change several criteria on the report. Review for debit and credit items that need to be applied, and J/E between items on those customers.

### Unapplied Cash Report

This report shows amounts on account not applied to an item. Include payments, returns and advances and sort by Producer or CSR and handoff for advise on correction (or for actual correction if you are set up for that and CSRs are trained on write offs).

## Trial Balance

Run before closing the month to verify that no unknown cash crashes or other errors have caused an issue. If any errors are detected, the system will delete the entire entry and print an error listing. Then correct the error with a manual journal entry to replace what was deleted, contacting Support for assistance if needed.

## Pending Vouchers Report

If using vouchers, run a pending vouchers report to verify that all vouchers needed for the month have been processed and that all are charged to the correct accounts. The report balance should equal the balance of the Pending Payables account in the General Ledger.

## Pack and Reindex

Utilities should be run nightly and/or weekly on your system. Most can be set up through Night Utilities Setup to run unattended. Night Utilities should be set up to reindex files each night, and pack files at least once a week. Remember to close all statement reconciliations prior to running a Pack and Reindex. Also remember if you have night utilities set to pack and reindex during the week, it is not necessary to run these utilities just prior to Month-End.

## Preliminary Month-End Reports

Optionally, reports may be run ahead of month end to check for errors. Refer to the detail outlined later in this document for specifics, but consider running:

- Account Current - Check for accuracy on agency billed items, and that nothing is generating for Issuing Company codes, or direct bill companies
- Producer Report - Check for accuracy for producer commission percentages and zero items that should not be zero
- Production Report for the month sorted by Customer - Confirm that duplicate items have not been invoiced and that commissions are correct
- Status of Accounts – Review detail to be sure that balancing accounts are cleared (i.e. “sweep” or “swipe” accounts, payroll clearing, transfer, etc.) and that all payments are posted to the correct GL accounts, etc.
- Schedules Report (if using schedules) - Compare with Status and review to see if all items to track are scheduled and if not, correct by updating cash receipt, check, or journal entry.

Make changes before initiating month-end and before crossing over into a new default accounting month and date. Also note that:

- Any items that appear on any of these reports are also listed on the daily transaction report. Reviewing the transaction report each day can ensure that duplicate items have not been invoiced and that commissions are correct. If reviewing the reports on a daily basis is done and is preferred then these pre-checking reports are optional.
- Run the reports prior to Month-End but select Excel as the output. This will allow various sorting methods to review the data for accuracy.

## Setting Up Month-End Reports

Reports to run at month end should be set up as Month End Reports. This allows for the saving of specific criteria to use on the reports, changing the default name that prints on the reports, and also allows automatically running them in succession or in batches (even if not at month end). Reports can also be run individually if desired. Once set up, unless any changes or additional reports are needed, this task is complete.

To set up reports for Month End, merely access the report needed, select the appropriate criteria, then on the Report Selection tab choose Save as Month-End Report in the Output Destination area, then the **Run** button. In the “Save as” window, Change the Report Title Name (if desired – it will print on the report), number of copies, select a Report Type of either Month-End – Accounting or Marketing, and change the default destination if desired (to send to Excel

rather than a report). Include any notes and comments if needed. Select **OK** then **OK** to the Report successfully saved message.

Notes: These reports can be accessed at any time by clicking on the Month-End icon in reports.

- Once you have initiated Month-End, access your Month-End reports through the Month-End reports icon and verify the dates/date ranges on the reports. When Month-End is initiated, the process advances the dates on each of the reports. However if running reports for a range of dates (rather than an accounting month), the system does not always calculate the ranges properly.
- To delete a Month-End report from the listing, from the Month-End report area, select the report that you wish to delete, right click, and select delete.

## Suggested Minimal Reports to Set up

Outlined below are some recommended reports to run either prior to or during Month End. This is not an all-inclusive listing as you may run additional reports within your agency. Note that any reports with an asterisk (\*) are mentioned on the default TAM Month End Checklist document.

### Cross-Reference Book of Business

If you are using this report, it is recommended that it be run the last day of the month prior to initiating month end or changing the default accounting month. This provides a comparison of the book of business figures to a prior period. There are many major and minor sort options with the report and it must be run each month in a variety of ways in order for it to be of value. This report obtains its information from what is currently on the policy billing screens, so it is only a snapshot taken at the appropriate time. This report cannot be run with the same results later so it is important to run it at a consistent time each month. The output option is "Run and Save Results". This run of the report will create and save results. These results will be used later for comparison purposes by selecting "Run from Saved Results" as the output choice (once the comparative result data has been created for the prior comparison period).

As an alternative to this report, you may wish to create a custom Search of Customers Policies Current, and export the data to Excel. Save the file to a secure location as it will include all of your policy data. You could then use Excel to filter and sort the data at any point in time should you choose to do so. As with the Cross Reference Book of Business report, in order to have your data be as consistent as possible, it is important that the Search be run and stored using a consistent schedule from month to month.

### Account Current Report\*

Include criteria of all companies, include Broker items, exclude Binders, and include Adjustments. Run in detail output for checking, or summary output for validating Month End journal entries.

### Broker Report\*

If the agency acts as a General Agent in brokering business with other agencies, this report should be run to substantiate the month end journal entries. It will show the total invoiced to brokers for the month and confirms the amount being J/E'd to the broker expense account. The month-end journal entry will debit broker commission expense and credit Accounts Receivable.



## Changes Report\*

When transactions are changed or deleted, they automatically appear on the changes report and include the Operator ID. If reviewing the closeday reports on a daily basis, running for the entire month at month end is optional. Reviewing all transactions changed or deleted for the month however, might be helpful for determining where additional training is needed.

## Client History

This report is suggested as a “backup” and should be run and stored electronically. It is considered “insurance” in the event a major systems error was to occur forcing a restore where data for an entire period might need to be recreated. Include criteria for Dates of “Dates” and select the range for the month being closed, and use Balance Forward in the final criteria. Note that when the month is initiated the dates on this report DO NOT update correctly, so the date criteria MUST be updated before running the report.

## Earned Commissions Report\*

This report is used to validate the month end journal entry for agencies set up as Cash for Agency Bill Income. For Cash based agencies in any state requiring Trust accounting it also provides the amount earned during the month available for transfer from Trust to Operating.

Notes:

- o For Accrual based agencies for Agency Bill Income, this report ONLY PROVIDES AN INDICATION of what is available for transfer from Trust to Operating, and is NOT intended to replace the use of the Premium Trust Validation Report. This report does not always reflect the accurate amount of commission to withdraw on adjusted items.
- o This report does not reflect money left on account. The payment or return premium disbursement must be applied to an open invoice in order for the calculation on this report to be fully accurate for all payments received.
- o Also note that this is only a report. It has no idea how much commission an agency has already drawn from their trust account.

## Miscellaneous Production\*

This report lists agency bill transactions which are not included on the Account Current Report. These no-production items include FIN, AFE, JNL, TRN, DBW, MEM and CHG transactions in addition to any user-defined transaction with a flag value of (M) miscellaneous. The report will validate the system generated month-end journal entries. This is a great report to double check items that have been written off using “waive small balance” or “bad debt” options, as well as JNL transactions.

## Producer Report\*

Use a report mode of “Commissions Due Producers” which will default the same parameters as your agency setup. If additional versions of this report are desired (i.e. Deferred Commissions, or all invoiced), set up separately and label appropriately.

## Status of Accounts Report\*

Include the following parameters:

|                    |                                                                                                                                   |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Agency:            | All Agencies                                                                                                                      |
| Branch:            | All Branches                                                                                                                      |
| Department:        | All Departments                                                                                                                   |
| Account:           | All Accounts                                                                                                                      |
| Date Parameters:   | Month you are closing                                                                                                             |
| Report Format:     | Include with Balances > 0                                                                                                         |
| Subtotal by Month: | No (or Yes is ok)                                                                                                                 |
| Month-End JE's:    | Include Journal Entries                                                                                                           |
| Sort Option:       | Agcy,Brch,Dept,Acct,Subacct or<br>Acct,Subacct,Agcy,Brch,Dept (if departmentalized – shows all<br>Departmental accounts together) |

## Trial Balance\*

Run for All Accounts for the month to be closed, include the Month End JEs and run prior to month end to ensure that no errors are found. It may be merely viewed, or saved electronically with detail if desired.

## Aged Receivables\*

Run this report AFTER the month end is posted, using a report mode of Balance to Month End. The Prebill Option should be set to "Items in a Future Acctg Month" OR to Exclude After Month, with the month selected as the month after the one being closed. All items in accounting months AFTER the month closed will appear in the prebill column (or not if excluded). Review the total on the report and subtract the total of the prebill column (remembering that if the prebill column is a negative, two negatives make a positive), the result should match the ending balance for the Accounts Receivable GL number for the month closed. This report provides an aged list of all invoiced premiums owed to the agency, and can also be run periodically throughout the month as a collection tool (with a Report Mode of None), showing the detail of premiums owed. Note that this report cannot be regenerated with the same detail at a later date.

## Company Payables

Run this report AFTER the month end is posted, using a report mode of Balance to Last Month End, and a Date Selection criteria of the month AFTER the month being closed. Be certain to also print the summary page for this report. This report lists agency, broker, and lienholder bill transactions unpaid (un-reconciled) as of the month end. The report shows the transaction detail or summary and includes premium, commission, net premium and the net premium balance due each company as well as the general ledger balance and a column showing where



out of balance issues exist. Other versions of this report can also be run if desired, using a Report Mode of None and selecting the criteria desired.

## Balance Sheet\*

This report should be run after the month is posted (to avoid the possibility of having “mid-month” appear on the print out). It is one of the primary financial reports and lists the general ledger balances for all assets, liabilities, and owner equity accounts as of specific point of time. The report can be run for specific agency, branch and department codes, with title or complete subaccount detail, or with comparative information. When choosing to include multiple agency codes, you can have the balances summarized or separated by agency code. It can be run for a specific month, for the 1st or 2nd half of your fiscal year, full year, or for year end. When choosing the comparative option, you can include previous general ledger balances and the report will also include a dollar changed column as well as a percentage changed column. Multiple versions of the report may be saved as desired. Note that if run for an accounting month that has not yet been closed, TAM will prompt with the question “Do you want to generate journal entries?” This refers to “pseudo-posting” where up to the minute financial reporting can be calculated. Answering yes to this question does not post anything to the general ledger; it simply calculates what the month-end journal entries would be if the month were closed at that moment.

## Income Statement\*

This report should also be run after the month is posted. It is one of the primary financial reports and shows the general ledger balances for all income and expense accounts for a specific period. Similar options for running the report exist as for the Balance Sheet.

## Premium Trust Account Reconciliation

If in a trust state, this report can be run as a means to determine what balance should be held in the “trust” cash accounts. The report looks at client transactions and attempts to calculate trust balances. This calculation takes payments made by customers, subtracts the amounts paid to companies, subtracts earned commissions, subtracts payments from finance companies, and adds cash on account items. Your agency must be reconciling agency bill and all statement reconciliations and accounts receivable must be up to date prior to running this report. Note, understand that trust laws vary from state to state. This report is not necessarily meant to dictate the “absolute value” in the trust account, however it should be a fairly accurate indicator of what amount should “at least” be in your trust account. From the total shown on the report, subtract the amount held in the agency’s trust accounts. A negative result would indicate the amount the trust is OVER funded, a positive result would indicate the amount UNDER funded.

## Optional Reports to set up

Reports that follow are suggestions that may apply to some agencies and not to others. Details are provided here should you wish to set them up.

### Accounting Reports

#### Adjustments – Company\*

This report lists all adjustments to the agency commission either through the Reconciliation program or by updating transactions from the customer file. This report will also appear as part of the Account Current report if the Include Adjustments criteria is selected. It will list all commission adjustments made to the agency commission for the date range selected, sorted by company, listing both agency bill and direct bill (if transacting and reconciling) transaction changes. The report will list the original premium and transacted commission (reversing it), and will show the corrected transaction on the second line for each item.

#### Adjustments – Producer\*

This report lists all adjustments to the producer commission either through the Reconciliation program, or by updating the transactions themselves through the client file, and can be used to view the detail of the month end producer adjustments journal entry. The information found on this report can also be included on the producer report if the include adjustments criteria is selected.

#### Direct Bill

This report prints a list of direct bill transactions for one or all companies. It can be used to project future direct bill commission income and therefore assist in cash flow projections. Depending on how you are reconciling direct bill transactions, it can also be used to monitor direct bill policies which have been renewed but no commissions paid as well as monitor lag by companies in sending direct bill commissions. The report can also be used to list the direct bill commissions received in a prior period. If you are transacting and reconciling, this report can be used to list outstanding direct bill commissions.

### Management Reports

#### Exclusion Report

This report will help determine which policies have had no production items on them. It is especially helpful for agencies set up to Record Commission, No Reconciliation for handling of direct bill. Setting up the date range fields on this report can be tricky and will vary depending upon what you wish to track. The report shows any policy with a billing screen that falls within your selected effective date range, and has not had any transactions entered on it based on your selected transaction date range. It is also helpful in determining agency bill policies where no transactions have been entered yet the policy detail screens have been updated.

## Expiration Report

The report provides a list of policies that will expire within your specified range of dates. This report gives you the ability to track the expiration of policies. It can also be run for a range of dates in the past but still indicate a Status of active to ensure that no expirations were missed. Having the ability to set up multiple versions of the expiration report (with different descriptions) through month end reports is very valuable, but be aware that the date ranges will not “roll” correctly when the month is initiated, and the dates will have to be set up before running.

## Production Report

This report obtains information from invoices entered into the system. It can be used to review production (both premium and commissions) for the agency, carrier, or for individual producers. The report can be limited to selected effective and transaction dates, policy types, bill modes, and transaction types. It can be run as a complete report including all detail, or as a summary showing only the totals based on the sort criteria.

## Production Report – Cross Reference

This report is used to compare production figures to prior years. There are many options for the major and minor sorts that make this report valuable. Similar to the Book of Business Cross Reference, this report must be run each month in a variety of ways in order for it to be of value. Unlike the Book of Business Cross Reference, this report can be run at any time for past accounting months since it obtains information from transactions, only limited by the archiving or purging of old invoices.

## General Ledger Reports

### Cash Journal Entry History

This report will list the cash journal entries for the selected cash journals. It is a disbursement and receipts listing by check or deposit number and can be run to optionally include offsetting entries in addition to the cash journal entry.

### Status of Accounts – with Vouchers

The same as the Status of Accounts, this report is run to include voucher detail. If using vouchers, this report will show the detail for the general ledger entries to each account. In order to obtain the detail of the month-end lump sum journal entry to the Status of Accounts generated at month end, this report must be run.

## Activity Reports

### Activity Report

This report provides many options for reviewing activity detail entered by operators, and can be run in detail or summary modes with many different sort options.

### Exceptions Report

This report lists “past due” activities based upon the “further action” date on an open activity. This report should only be used by management or supervisors to monitor that employees are keeping current with their follow-ups, and should NOT be distributed. This report is designed to catch items that “fall through the cracks”, and is also available through Close Day.

### Follow Up Report

This is a type of activity report, which is run for only open activities. It will produce a to-do list of activities that are still open by “WHO” is designated to follow up.

## Claim Reports

### Claim Report

This report allows the effective management of the follow-up process of all claims. It can present data for review of claim activity by date, policy type, company, producer, broker, claim type, claim number, claim code and whether the claim is chargeable. To be of value the agency must be tracking claims in TAM. Some suggestions for this report are to run:

- for claims entered in the current month
- for all open claims regardless of date entered

## Actual Month-End Procedure

When ready to begin the actual Month-End procedure, make sure that all client transactions for the month that being closed have been entered. Also, confirm that any open reconciliations are closed.

## Generate Service Charges

If charging service charges for past due accounts, use the generate service charges routine prior to running closeday for the last day of the month. The service charges will then have a date of as of the last day of the month. Once the system completes generating service charges, you have the opportunity to refine the list that previews. From this listing, select any customers to be excluded from service charges to and select Delete. Once the list is refined, print the listing, then click OK. Once generated, select the option to Accept Service Charges.

## Run any reports desired that are Date Sensitive

If any reports based on billing screens are desired, be certain to run them at a consistent time each month. Any Book of Business or Cross Reference Book of Business would fall into this category.

### Closeday

- If running Month End right at the end of the month, run the closeday procedure for the final day of the month, but do not change the accounting month. Be sure to process installments during this procedure.
- If NOT running Month End right at the end of the month, make sure that the default accounting month is also changed when changing the system date so that transactions done in the new month default properly.

## Initiate Month-End

In all cases, it is required that everyone exit TAM and that no additional TAM processes are running on the workstation. This takes only a few minutes to run and will prepare TAM for the Month-End process, advance the default accounting month, and update the dates of any Month-End reports. When initiating the last month of the fiscal year, TAM will also replicate the chart of accounts and create GL accounts for the next fiscal year.

- If running Month End right at the end of the month, once the closeday process has been completed, Initiate the Month End process from the Month End menu.
- If NOT running Month End right at the end of the month, confirm that all updates desired have been completed.

Once initiated, you are ensuring that there is no activity filed in the month to be closed. You can still place General Ledger transactions as well as client transactions into the month that is being closed, however, debits and credits and voids are applied in the new accounting month.

Once Month-End has been initiated, users can log back in and continue with their work. Month-End can be run from this point with users in the system, doing their normal daily activity. If anyone tries to enter a transaction in Customer Activity or a journal entry, cash receipt, cash disbursement or accounts payable in the general ledger in the month that you are closing, TAM displays the warning message "the month has been initiated do you wish to reconsider?" question. This is only a warning and will not prevent someone from entering transactions in the month being closed as it is sometimes appropriate to do so.

## Generate Month-End Client Statements

If your agency sends Month-End statements to clients, follow the procedures below.

There are several different options when sending statements to your clients. A few things to note:

- You cannot un-apply credit/debit invoices at the customer level if statements were run mid-month. An internal flag is placed on items that have appeared on a statement.
- Things to consider with the Exclude Items After Date:
  - The "Exclude Items After Date" will determine which items print on the statement. If you only want items up to and including the last day of the month you are closing, select a date that corresponds with the last day of the month.

- If you select to exclude credit and zero balance statements and some are still printing it is because the system looks at the INVOICE date of any pre-bill items (i.e., installments) rather than the Due Date. If the client has a credit or zero balance for the current month and also has an item in pre-bill that has not been paid, the system will print out a zero or credit statement.

## Generate Month-End Journal Entries

Though the Month End checklist from TAM suggests that reports be run and checked before generating month end journal entries, they can be run before the checking of the “final” reports is done. Particularly if preliminary checking has already been done, this is often more efficient.

**Generate J/Es for Current Month** by selecting from the Month End menu.

This option will look at all customer invoices and recurring journal entries and prepare the system-generated Month-End journal entries. Nothing will print with this option, the entries are just created.

Note that if during the checking of the reports generated in the next step additional errors are found and corrected, the Month End JEs must not be accepted and be generated a second time. This can be done by exiting the Month End menu and confirm the warning message. Also any report affected by the changes must be re-run.

## View Month-End Journal Entries

After the Month-End journal entries have been generated, select **View Generated J/E's** from the Month End menu. Though these can be saved electronically, it is often useful to print them as well. The option to View Journal Entries will be grayed out until they have been generated. Review the journal entries and match them against the reports that will be created in the next step.

## Run Month-End Reports

Access **Accounting Reports** and the default will be *Set Up Accounting Reports*. Either from this menu (which drops into Reports and gives an annoying message!) or from the regular **Reports** button, access **Month End Reports** and review the date criteria for all of the reports you will be running (both Accounting and Management). Confirm and/or change any criteria needed and Exit Reports.

Next, select *Run Accounting Reports*, say **OK** to run and NO to generate JEs (because that was just done previously). If saving reports electronically, select the Printer and choose the print driver desired. Then select the reports to run in this group and move to the Selected Reports window and then OK to run.

Notes:

- If you are saving reports electronically they will run alphabetically no matter the order in which the reports were originally saved. If the electronic “print” format you use requires naming of each report, it may be a challenge to know what report is running (though you can usually see the report name in the window).

- If you choose to run your reports electronically, it would be wise to include the order of the reports and the naming conventions in your agency specific Month End checklist.

Suggested reports to run in this group should include any reports to validate the Month End J/Es or reports that do not rely upon the month being closed, such as:

- Account Current
- Broker Report
- Changes
- Client History
- Earned Commissions (for Cash based agencies)
- Miscellaneous Production
- Premium Trust Account Rec
- Status of Accounts
- Trial Balance
- Any additional reports needed based on your agency requirements

## Review the Reports against the Journal Entries

Take the printed Generated Journal Entries sheet and compare it onscreen with the electronic files (if needed use Window from the menu bar to move among reports) or on paper to make sure the JEs are correct and mark up the JE sheet or confirm the numbers on the reports as follows:

- MJE 1 compare to Account Current Summary for each of the companies to the Net Premium column. MJE 13 (if there is one) also compares to the same Account Current Summary page using the Adjustments column.
- For Cash based agencies, MJE 2 plus 3, minus 13 (under the 4### number ) if there is one. Compare the total to the Earned Commissions report, last page total.
- MJE4 compare to the Producer Summary only for the producers shown on the JE list (there may be other producers where the system does not generate the JE).
- MJE5 compare to the Producer Summary, total should equal the JE for the 1200 line of the JE.
- MJE7 compare to the Miscellaneous Production Summary. There may be other MJEs to compare to this report, like EFTs, JNLs, Small Balances waived, etc.
- Any other MJE's that are common to your agency's Month End journal entries.
- NOTE – See Appendix for complete listing of Month End JE numbers.

Whether saving reports electronically or printing on paper, it would be a good idea to include a description of the MJEs and the reports that they compare to in your agency specific Month End checklist.

Confirm that all entries match. If there are errors, do the research needed, make any corrections, re-run any reports and regenerate journal entries if needed until everything matches.

## Accept Month-End Journal Entries

Once satisfied with the journal entries, accept them by the **Accept Generated JE's** button.



This procedure transfers Month-End Journal Entries for the accounting month into the General Ledger journal entry file. Once they are accepted, no further invoicing activity for this month will be allowed by the system.

## Post Journal Entries

Once the journal entries are accepted, they must be posted to the general ledger. Click **Post Journal Entries** to begin the posting procedure. The posting procedure is used to conclude the monthly accounting cycle, by closing the system on all the activity for the accounting month being closed. TAM validates and updates all general ledger account balances based on the journal entries, cash receipts and disbursements, and accounts payable entered during the month.

If the month posted is the final month of the defined fiscal year, TAM automatically runs the Year-End procedure which consists of the following:

- Replicates the chart of accounts for the coming fiscal year (This actually occurs when initializing the last month).
- Changes the fiscal year to the next fiscal year.
- Zeros out all income and expense accounts.
- Transfers the balance of all balance sheet accounts to the same account in the first month of the next fiscal year.
- Transfers the net profit or loss to the Retained Earnings account.

At this point the month is closed.

## Run additional reports

Return to **Accounting Reports**, and select *Run*. Say No to the Generate JEs question (unless you wish to generate for the new month). If saving reports electronically, select the Printer and choose the print driver desired as before and run additional reports desired including:

- Income Statement
- Balance Sheet
- Aged Receivables Balance to Month End
- Company Payables Balance to Last Month End
- Any additional accounting reports desired

Once complete exit and repeat the process with **Management Reports** desired such as:

- Exclusion Report
- Expiration Reports (these can be run at any time – not necessarily just at month end)
- Production Reports
- Activity Reports
- Exceptions or Follow-up Reports
- Claims Report
- Any additional management reports desired



## Finally

- If any materials were physically printed and need to be stored electronically (i.e. the Month End Journal entry sheet with any notes or check marks), scan and store in the appropriate electronic folder.
- If any changes are needed to the agency specific Month End Checklist, update the document and the backup document with changes.

**Congratulations - this job is finished until next month!**

## Appendix

### Appendix Month End Journal Entry Chart

Note – Not all of these journal entries will generate in your system, based upon your agency's set up in TAM. Likewise, some of these entries will not generate for you each month depending on what transpired during the month.

| JE# | General Ledger<br>Account Name                                                  | Your GL<br>Number | Db | Cr | What is Summarized                                                                                          | Report to run to<br>Substantiate MJE |
|-----|---------------------------------------------------------------------------------|-------------------|----|----|-------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1   | Accounts Receivable                                                             |                   | X  |    | Total of Agency Bill Production                                                                             | Account Current                      |
|     | Companies Payable                                                               |                   |    | X  | Net amount due to each Company                                                                              |                                      |
|     | P&C Income (Agency Bill)                                                        |                   |    | X  | Total of income due agency (if agency set up for ACCRUAL)                                                   |                                      |
|     | Un-Earned Comm. Income                                                          |                   |    | X  | Total of all Agency Bill (if agency set up for CASH)                                                        |                                      |
|     | Binder Bill Payable                                                             |                   |    | X  | Total of Binder Bill Invoices (if used)                                                                     |                                      |
| 2   | <u>If Agency Bill is CASH</u>                                                   |                   |    |    |                                                                                                             |                                      |
|     | Un-Earned Income                                                                |                   | X  |    | Total of Income Earned for month                                                                            | Earned Commissions                   |
|     | P&C/Agency Bill/Earned Income                                                   |                   |    | X  | Total of Income Earned for month broken down by branch or department for payments made on Agency Bill items |                                      |
| 2   | <u>If Agency Bill is ACCRUAL, and<br/>Producer Commissions are<br/>DEFERRED</u> |                   |    |    |                                                                                                             |                                      |
|     | Deferred Producer Commissions                                                   |                   |    | X  | Credits Deferred Commissions by Producer for amounts invoiced for month but not yet paid by client.         | Producer                             |
|     | Producer Expense                                                                |                   | X  |    | Debits expense for those agency bill items not yet paid by client.                                          |                                      |

| JE# | General Ledger Account Name                                             | Your GL Number | Db | Cr | What is Summarized                                                                                                                                                          | Report to run to Substantiate MJE |
|-----|-------------------------------------------------------------------------|----------------|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 3   | <u>If Agency Bill is CASH</u>                                           |                |    |    |                                                                                                                                                                             |                                   |
|     | AFE Income                                                              |                |    | X  | Credits the total amount of AFE income earned from payments during the month.                                                                                               | Earned Commissions                |
|     | UnEarned Commission                                                     |                | X  |    | Debits UnEarned                                                                                                                                                             |                                   |
| 3   | <u>If Direct Bill is ACCRUAL</u>                                        |                |    |    |                                                                                                                                                                             |                                   |
|     | Direct Bill Commission Receivables                                      |                | X  |    | Debits total of invoiced Direct Bill business                                                                                                                               | Direct Bill                       |
|     | Direct Bill Commission Income                                           |                |    | X  |                                                                                                                                                                             |                                   |
|     | Direct Bill commission Earned                                           |                |    | X  |                                                                                                                                                                             |                                   |
| 4   | <u>If Agency Bill is CASH</u>                                           |                |    |    |                                                                                                                                                                             |                                   |
|     | Producer Expense                                                        |                | X  |    | Debit of the total expense for producer commissions paid during the month.                                                                                                  | Producer – Commissions Due Mode   |
|     | Producers Payable                                                       |                |    | X  | Credits each producer payable account for their amount earned.                                                                                                              |                                   |
| 4   | <u>If Agency Bill is ACCRUAL, and Producer Commissions are DEFERRED</u> |                |    |    |                                                                                                                                                                             |                                   |
|     | Producers Payable                                                       |                |    | X  | Credits total commission due producer (by producer) for items invoiced and paid in same month, plus commissions due for items invoiced in prior months but paid this month. | Producer – Commissions Due Mode   |
|     | Deferred Producers Payable                                              |                | X  |    | Debits deferred accounts by producer for items invoiced in prior months but paid this month.                                                                                |                                   |
|     | Producer Expense                                                        |                | X  |    | Debits producer expense for items invoiced and paid in the same month.                                                                                                      |                                   |

| JE# | General Ledger Account Name                                                               | Your GL Number | Db | Cr | What is Summarized                                                                                           | Report to run to Substantiate MJE |
|-----|-------------------------------------------------------------------------------------------|----------------|----|----|--------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 5   | Broker Expense                                                                            |                | X  |    | Debits total of commissions retained by Broker                                                               | Broker                            |
|     | Accounts Receivable                                                                       |                |    | X  | Credits Accounts Receivable for balances paid by Brokers                                                     |                                   |
| 6   | Accounts Receivable                                                                       |                | X  |    | Debits accounts receivable for total of Service Charges charged                                              | Miscellaneous Production          |
|     | Service Charge Income                                                                     |                |    | X  | Credits Service Charge Income account for amounts charged                                                    |                                   |
| 7   | Accounts Receivable                                                                       |                | X  |    | Debits Accounts Receivable for all agency fees invoiced for the month                                        | Miscellaneous Production          |
|     | <u>If ACCRUAL</u> – Agency Fee Income                                                     |                |    | X  | Credits Agency Fee Income account for ACCRUAL based agencies                                                 |                                   |
|     | <u>If CASH</u> – Un-Earned Income                                                         |                |    | X  | Credits Un-Earned Income account for CASH agencies (see MJE 3 for transfer from Un-Earned to Earned)         |                                   |
| 8   | Bad Debt Expense                                                                          |                | X  |    | Expense to be incurred as a result of writing off client balances to Bad Debts through W/O Bad Debt function | Miscellaneous Production          |
|     | Accounts Receivable                                                                       |                |    | X  | Credits Accounts Receivable                                                                                  |                                   |
|     | <u>If CASH</u> , Un-Earned Commissions                                                    |                | X  |    | Reduces Un-Earned Income for the commission portion of the write off amount                                  |                                   |
|     | <u>If ACCRUAL and Producer Commissions are DEFERRED:</u><br>Deferred Producer Commissions |                | X  |    | Reduces the producer's deferred commission account for his portion of the written off amount.                |                                   |
|     | Producer Expense                                                                          |                |    | X  | Reduces the producer expense for their portion of the amount written off.                                    |                                   |

| JE# | General Ledger<br>Account Name                                       | Your GL<br>Number | Db | Cr | What is Summarized                                                                                                                                                                                                                    | Report to run to<br>Substantiate MJE |
|-----|----------------------------------------------------------------------|-------------------|----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 9   | Waive Small Balance Account                                          |                   | X  |    | Entries here are made as if a debit balance is waived through the Waive Small Balance Routine. Debits and credits would be reversed if the small balance written off is a credit. The total amount waived is debited to this account. | Miscellaneous Production             |
|     | Accounts Receivable                                                  |                   |    | X  | Credits Accounts Receivable                                                                                                                                                                                                           |                                      |
|     | <u>If CASH, Un-Earned Commissions</u>                                |                   | X  |    | Reduces Un-Earned Income for the commission portion of the write off amount                                                                                                                                                           |                                      |
|     | <u>If ACCRUAL and Producer Com-</u><br><u>missions are DEFERRED:</u> |                   | X  |    | Reduces the producer's deferred commission account for his portion of the written off amount.                                                                                                                                         |                                      |
|     | Deferred Producer Commissions                                        |                   |    |    |                                                                                                                                                                                                                                       |                                      |
|     | Producer Expense                                                     |                   |    | X  | Reduces the producer expense for their portion of the amount written off.                                                                                                                                                             |                                      |
| 10  | Service Charge Income                                                |                   | X  |    | Reduces income from Services Charges that are Reversed through the Reverse Late Charge function.                                                                                                                                      | Miscellaneous Production             |
|     | Accounts Receivable                                                  |                   |    | X  | Credits Accounts Receivable for the amount written off                                                                                                                                                                                |                                      |
| 11  | Accounts Receivable                                                  |                   | X  |    | For CANADIAN Users only, debits Accounts Receivable for the total TAX invoiced.                                                                                                                                                       |                                      |
|     | Canadian Tax                                                         |                   |    | X  | Credits the Canadian Tax account                                                                                                                                                                                                      |                                      |
| 12  | Accounts Payable                                                     |                   | X  |    | For Vouchers, amount due to be received from the credits for paying vouchers early                                                                                                                                                    | GL Payables Balancing                |
|     | Accounts Payable Offsets                                             |                   |    | X  | Reducing expenses by the credit amounts for paying vouchers within the credit timeframe                                                                                                                                               |                                      |

| JE# | General Ledger<br>Account Name                       | Your GL<br>Number | Db | Cr | What is Summarized                                                                                                                                                                                                                       | Report to run to<br>Substantiate MJE                               |
|-----|------------------------------------------------------|-------------------|----|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 13  | P&C Commission or Earned<br>Income                   |                   | X  |    | Entries here are made as if commissions on invoiced items are REDUCED. If commissions adjusted higher, debits and credits would be reversed. Total adjustment to income for commission adjustments on agency billed items.               | Account Current, adjustments column or Adjustments Company report  |
|     | Companies Payable                                    |                   |    | X  | Increasing the amounts due the carriers                                                                                                                                                                                                  |                                                                    |
|     | If CASH agency, Un-Earned<br>Income                  |                   |    | X  | Adjusting Un-Earned income on company adjustments                                                                                                                                                                                        |                                                                    |
| 14  | If ACCRUAL for Direct Bill<br>Direct bill P&C Income |                   | X  |    | Entries here are made as if commissions on invoiced items are REDUCED. If commissions adjusted higher, debits and credits would be reversed. Total adjustment to income for commission adjustments on direct billed items.               | Direct Bill                                                        |
|     | Direct Bill Aged Receivables                         |                   |    | X  |                                                                                                                                                                                                                                          |                                                                    |
| 15  | Producer 1 Payables                                  |                   | X  |    | Entries here are made as if commissions on invoiced items are REDUCED. If commissions adjusted higher, debits and credits would be reversed. Total adjustment to producer #1 payables for commission adjustments on agency billed items. | Producer Report Adjustments column, or Adjustments-Producer report |
|     | Producer Expense                                     |                   |    | X  | Reducing expense for those amounts adjusted on Producer 1.                                                                                                                                                                               |                                                                    |
|     | If DEFERRED – Deferred<br>Producer Payables          |                   |    | X  | Crediting deferred for those amounts adjusted on Producer 1.                                                                                                                                                                             |                                                                    |
| 16  | Producer 2 Payables                                  |                   |    |    | Same as JE#15 except for Producer 2                                                                                                                                                                                                      |                                                                    |
| 17  | Producer 3 Payables                                  |                   |    |    | Same as JE#15 except for Producer 3                                                                                                                                                                                                      |                                                                    |

|          |                                                                                     |  |   |                                                                                                                                                                                              |                          |
|----------|-------------------------------------------------------------------------------------|--|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 18       | Accounts Receivable                                                                 |  | X | Example made as if JNL transactions credited customer accounts. If JNL transactions debit, debits and credits would be reversed. Total adjustment to Accounts Receivable for JNL write offs. | Miscellaneous Production |
|          | Specific GL Accounts                                                                |  | X | Offsets to specific accounts as selected in the REFER field of agency bill JNL transactions                                                                                                  |                          |
| 19       | Companies Payable                                                                   |  | X | Reduces the companies payable by any amounts written off through reconciliations.                                                                                                            | Miscellaneous Production |
|          | Companies Payable Write-off                                                         |  | X | Total of write off amounts for the month                                                                                                                                                     |                          |
| 20 & up  | Accounts Receivable                                                                 |  | X | Total of all miscellaneous user defined entries affecting the agency's production or accounts receivable.                                                                                    | Miscellaneous Production |
|          | Specific GL Accounts listed in the agency's Miscellaneous User Defined Transactions |  | X | Offsets to GL accounts listed in User Defined Transactions set up as Miscellaneous transactions.                                                                                             |                          |
| 100 & up | User Specified Accounts                                                             |  | X | Totals of all recurring Month End J/Es in the month.                                                                                                                                         | Status of Accounts       |
|          | User Specified Accounts                                                             |  | X | Offset for recurring Month End J/Es.                                                                                                                                                         |                          |

### TIP

Create your own Month End Checklist so that it shows the reports you need to run to substantiate your month end JEs based upon your agency's setup. If you save it in X:\DOCMO\_END.DOC, then it will be available to print from the month end menu.

### SEE ALSO...

Accounting Setup  
 Month End Options  
 Customize Chart of Accounts  
 Month End Checklist

