

A Front Office Users Guide to Understanding the Applied Epic Accounting Screens

SESSION HANDOUT

Prepared for Applied Client Network and Applied Systems

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Target Audience:

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<input checked="" type="checkbox"/>	CSR	<input checked="" type="checkbox"/>	Trainer
<input type="checkbox"/>	Carrier	<input type="checkbox"/>	Vendor
<input type="checkbox"/>	IT Manager/Systems Coordinator	<input type="checkbox"/>	ALL
<input type="checkbox"/>	Operations	<input type="checkbox"/>	Other: (describe)
<input type="checkbox"/>	Principal/Owner		

Table of Contents

Prepared for Applied Client Network and Applied Systems	2
Original Author:	3
Updated By:	3
Target Audience:.....	3
Seminar Type: Servicing & Workflows	6
Understanding the Epic Accounting Screens	7
Transaction Screen Default.....	7
Transaction Screen Default Options.....	7
Saving Transaction Screen Search Where Results	8
Configuring Transaction Screen Columns.....	9
Selecting Columns	9
Column Review	10
What Can We Do With Transaction Screen Information?	12
Left Margin Options.....	14
Accounts Receivable Balance.....	14
Transactions Details.....	15
Detail Section.....	16
Receivables Section	17
Agency Commission	17
Pr/Br Commission	18
Premium Payables.....	18
Adjust Commission Functionality	19
After Creating the Transaction	22
Configuring and Sorting Columns	22
Accessing Transactions from a Policy.....	23
Setting Your Screen Defaults.....	24
Amending Transaction Details	24
Transaction Screen Navigation Panel Option.....	25
Reviewing Agency Bill Transaction Detail	26
Detail Section	26
Receivables.....	28
Agency Commission.....	28

Pr/Br Commission	29
Premium Payables	29
Configuring View to Know When Accounting Issued a Carrier Check	31
Searching Item Number versus Invoice Number	32
Agency Configuration, Transactions and Other Actions	32

Seminar Type: Servicing & Workflows

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 or brokerages' processes. For functional courses, it is not necessary for the attendee or participant to have previous knowledge of the agency or brokerage management system or software program.

Class Description: You are new to Applied Epic and have begun creating invoices, now what? When you look at the Transaction screen do you wonder what you are looking at? How do you easily identify transactions for specific policies? What kind of information are you seeing in each column? How can you make a simple correction after you have invoiced? This class will give an overview of the basic functions in the Transaction screen.

Learning Outcomes:

- Select and arrange Transaction screen defaults.
- Review Transaction details.
- Demonstrate how to make basic invoice corrections.

Assumptions: This seminar is based on the following
Applied Epic Version 2019
Microsoft © Word Version 2013

Understanding the Epic Accounting Screens

Transaction Screen Default

The first time a user goes to the Epic Transactions the screen will be blank. Epic defaults showing “Invoice # Equals...” In the Search Where bar.

The screenshot shows the top of the Epic Transactions screen. The title bar reads "Transactions - Balance Forward". Below it is a search bar with a magnifying glass icon on the left and a "Find" button on the right. The search bar contains the text "Search where Invoice #". A red box highlights the search bar area. Below the search bar is a table with columns: "Inv #", "Item #", "Policy Number", "Bill", and "Description". There are also icons for adding (+), editing (pencil), and printing (printer) on the left side of the table.

Transaction Screen Default Options

The **Search Where** bar at the top of the screen provides several filter options in the dropdown.

Accounting Month	Amount	A/R Due Date	
A/R Balance	Archived	Billed #	
Bill Mode	Billed From Acct	Billed From Name	
Billed To Acct	Billed To Name	Future Items	
Invoice #	Invoice Created Date	Invoice Last Generated Date	
Invoice Status	Item #	Late Charges for Item #	
Payment Date	Payment ID	Policy #	
Reversed	Service	Site ID	
Taxable Item #	Transaction Code	Transaction Description	

I chose the following default options:

1. Amount
2. Does Not Equal
3. \$0.00

Using this “Search Where” criteria Epic will show me:

- (a) Any debit or credit items
- (b) Payments posted
- (c) Direct-bill commission
- (d) Return premium checks issued

Default Transaction Screen Columns



By default we see several meaningful columns like:

- Item and Invoice #
- Transaction Credits and Debits
- Transaction Codes
- Payments and Balances

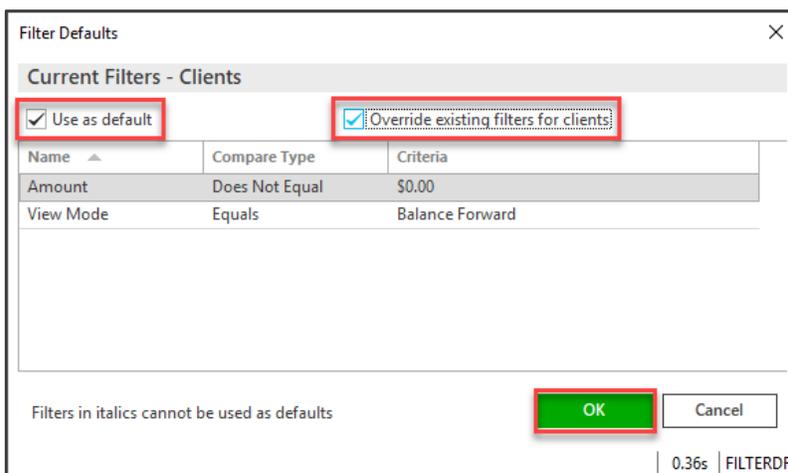
Saving Transaction Screen Search Where Results

After determining what you want as your normal Search Criteria for the Transaction screen (e.g. you went to Search Where and made one or more selection) you can save this information as your “default” for each client.

1. On the Transaction screen go to Search where and make your selection (e.g. Amount / Does Not Equal / \$0.00) and click Find
2. On the right side of the screen click on Filter Defaults



3. In the pop-up window check the boxes to set your default and override any existing filters
4. Click OK to save your selection



Configuring Transaction Screen Columns

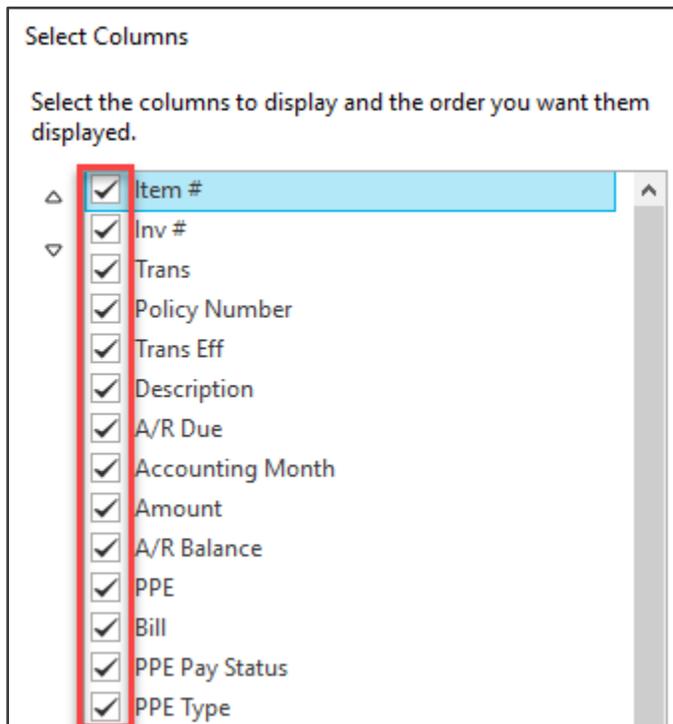
Users can (1) choose the columns that will appear on the Transaction screen and (2) change the order of the columns.

Selecting Columns

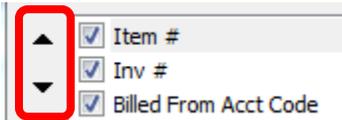
1. After locating the Transaction screen click on the Select Columns option on the right side of the screen



2. The pop-up window shows available columns.
 - a. Current columns appear at the top of the window representing how they appear on the screen left to right
3. Use your mouse to mark the checkbox by additional selections



4. There are two ways to change the order of columns
 - a. Click on the words for the column in the list to highlight it and use the black up / down arrows to move the column up or down the list – this dictates where the column will appear on the left from left to right



- b. Looking at the Transaction screen users can also click on a column and while holding the mouse down move the column left or right of the screen to a new position.

You may find it meaningful to have some columns sit side-by-side:

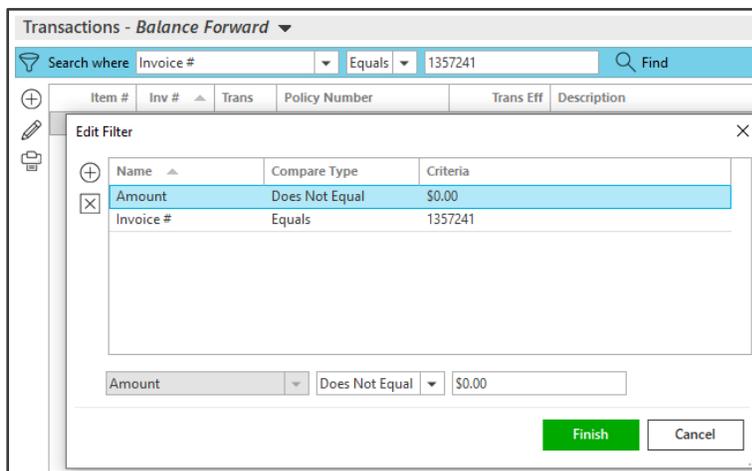
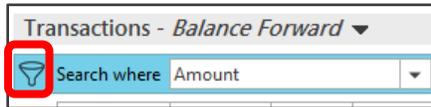
- Amount and A/R Balance
- ICO, PPE and PPE Pay Status

Column Review

Column Name	Description
Item #	Every time a transaction is entered by either front office or accounting an Item # is associated to that item (premium invoiced; taxes and fees; Insured's checks posting, etc.)
Invoice #	Epic automatically pre-assigns an invoice number when a debit or credit transaction or installment is created
Billed From	For Client accounts this will show the Look-up Code for your customer. Knowing this you might consider pushing this column to the right on the screen
Trans Eff	When additional or return premium items are entered the effective date of the transaction will appear (e.g. Policy inception date, Endorsement effective date, Audit effective date). When direct-bill commissions are posted the policy inception date will appear by default
Trans	This field shows the Transaction Code associated with the item: <ol style="list-style-type: none"> 1. This will show codes entered by staff on agency-bill items (new/renewal premium, endorsement, audit, cancellation) 2. Code when a payment has been applied 3. Code when direct-bill premium has been posted 4. Code when return premium check is issued
A/R Due	This shows the date on a transaction when the agency-bill monies are due
Policy Number	Policy invoiced
Bill	Shows Agency or Direct-Bill

Description	When your agency-configures Epic they enter “default” descriptions for transaction codes which staff can either accept or edit when creating a transaction. It’s typical for these words to appear on an invoice for reference and on the transaction screen
Amount	This shows both the agency-bill additional or return premiums invoiced and direct-bill additional or return premiums calculated as a result of posting direct-bill premium
A/R Balance	For agency-bill bill items this shows the original amount transacted. 1. As soon as a payment has been applied or premium financed the balance is immediately updated
PPE Pay Status	On agency bill items there are three options: 1. O = Open (agency has NOT issued payment to carrier) 2. C = Closed (agency HAS issued payment to carrier) 3. Blank = Agency Fee that you will retain (no “payable”) Reminder: If your default view “includes” Reversed Items they will appear as “C”losed items on the Transaction screen (e.g. if you double-click on an transaction you’ll see that the item had been reversed using Actions / Reverse Transaction)
Accounting Month	Month when the revenue is recognized for reporting purposes
ICO and PPE	Carrier and payee on the transaction when it was billed
Payment ID	Insured’s check number when a payment has been applied
Check #	Your Agency’s trust check number for Return Premium to Insured

- Clicking on the funnel icon presents a pop-up showing the same information. If you made additional “search where” filter results instead of clicking on “Clear Filter” which takes you back to system defaults showing “Invoice #” “Equals” click on the Filter and delete the additional search criteria.



- Clicking in the Search Where bar users can filter on an existing filter

Left Margin Options

In the left margin of the Transaction screen we see 3 icons

	<p>Add Icon:</p> <ul style="list-style-type: none"> Clicking here adds a new Transaction
	<p>Edit Icon:</p> <ul style="list-style-type: none"> Clicking on this icon provides the same result as double-clicking on a Transaction. This will allow users to edit a few key pieces of information and to view details for an individual Transaction
	<p>Printer icon:</p> <ul style="list-style-type: none"> Going directly to the Transaction screen and using a filter to show Amount/Does Not Equal/\$0.00 Epic shows us all Transactions for an account If we click on the Printer icon we can print a paper report showing all transactions seen on the Transaction screen In the pop-up window we can click on the “print to CSV file” option to create an Excel spreadsheet If the view is filtered by either making a selection in the Search Where bar or starting at the Policy List, selecting a policy and using the Access/Transaction option where you see a “filtered” view when you use the printer it will show filtered Transactions

Accounts Receivable Balance

The bottom of the Transaction screen shows the following agency-bill balances for an individual account:

- Future Account Balance (e.g. installments that haven't been processed)
- Current Account Balance
- Filtered (value will vary based on your filter criteria e.g. may only show total of open invoices for a specific policy)

Future Account Balance	Current Account Balance	Filtered
Agency \$80,800.00	Agency \$286,000.00	Agency \$366,800.00
Direct \$0.00	Direct \$0.00	Direct \$0.00

An A/R Report can be configured to show all agency-bill items for a book of business (e.g. Future, Current, 30, 60, 90 days past-due)

Transactions Details

Even though the Transaction screen shows a great detail of information it does not show “all” transaction details.

When we single-click on a transaction the system recaps some of the same information we see in the columns at the top of the screen (e.g. Invoice number, date invoice was generated, bill to name and address, accounting month, ICO and PPE)

The screenshot shows a table of transactions with columns for Item #, Inv #, Trans Eff, Trans, Policy Number, Bill, Description, Amount, A/R Balance, Accounting Month, A/R Due, PPE Type, PPE, ICO, Payment ID, Refer #, and Disb #. A red box highlights the 'Invoice' and 'Transaction Detail' section for a selected transaction.

Item #	Inv #	Trans Eff	Trans	Policy Number	Bill	Description	Amount	A/R Balance	Accounting Month	A/R Due	PPE Type	PPE	ICO	Payment ID	Refer #	Disb #
1563147	436906	2/15/2016	AFEE	77A4001165 02	A	August Quarterly Installment	\$10,000.00	\$0.00	August 2016	8/15/2016	CA	UCAGEI	CENIN2			
1563148	436907	2/15/2016	AFEE	77A4001165 02	A	Final Quarterly Installment	\$10,000.00	\$0.00	November 2016	11/15/2016	CA	UCAGEI	CENIN2			
1577919	441091	2/15/2016	RENB	TH7-661-065778-026	A	16-17 Umb Renewal Business Premium	\$57,621.00	\$0.00	March 2016	4/2/2016	CA	LIBERI	LIBIN1			
1577925	441091	2/15/2016	CFEE	TH7-661-065778-026	A	16-17 Umbrella terrorism	\$-1,152.00	\$0.00	March 2016	4/2/2016	CA	LIBERI	LIBIN1			
1577952	441094	2/15/2016	RENB	TH7-661-065778-026	A	16-17 umb Renewal Business Premium & Terrorism	\$58,773.00	\$0.00	March 2016	4/2/2016	CA	LIBERI	LIBIN1			
1627908	454978	4/11/2016	NEWB	CPS2405267	A	New Business Premium 16-16 Visalia Vacant Bldg.	\$368.00	\$0.00	April 2016	5/12/2016	CA	PACEXI	SCOIN2			
1627909	454978	4/11/2016	CFEE	CPS2405267	A	Broker Fee	\$100.00	\$0.00	April 2016	5/12/2016	CA	PACEXI	SCOIN2			
1627915	454978	4/11/2016	SURT	CPS2405267	A	Surplus Lines Taxes	\$11.04	\$0.00	April 2016	5/12/2016	CA	PACEXI	SCOIN2			
1627916	454978	4/11/2016	SURF	CPS2405267	A	Surplus Lines Stamping Fees	\$0.74	\$0.00	April 2016	5/12/2016	CA	PACEXI	SCOIN2			
1751320	491535	7/11/2016	RENB	CPS2405267-1	A	16-16 GL short term Vacant Bldg Business Premium	\$368.00	\$0.00	July 2016	8/25/2016	CA	PACEXI	SCOIN2			
1751331	491535	7/11/2016	SURT	CPS2405267-1	A	16-16 gl Vacant Bldg Surplus Lines Taxes	\$11.78	\$0.00	July 2016	8/25/2016	CA	PACEXI	SCOIN2			
1751335	491535	7/11/2016	CFEE	CPS2405267-1	A	16-16 gl vacant bldg Company Fee	\$100.00	\$0.00	July 2016	8/25/2016	CA	PACEXI	SCOIN2			
1761231	493175	7/18/2016	NEWB	CPS 2405307	A	16-17 COC New Business Premium Visalia Steakhouse	\$2,036.00	\$0.00	July 2016	8/1/2016	CA	PACEXI	SCOIN2			
1761232	493175	7/18/2016	SURT	CPS 2405307	A	16-17 COC Surplus Lines Taxes Visalia Steakhouse	\$65.15	\$0.00	July 2016	8/1/2016	CA	PACEXI	SCOIN2			
1761233	493175	7/18/2016	CFEE	CPS 2405307	A	16-17 COC Company Fee Sweett Visalia	\$200.00	\$0.00	July 2016	8/1/2016	CA	PACEXI	SCOIN2			
1807530	504243	8/11/2016	NEWB	CPS 2405324-0	A	16-17 GL OCP New Business Premium	\$13,315.00	\$0.00	August 2016	8/30/2016	CA	PACEXI	SCOIN1			
1807531	504243	8/11/2016	NEWB	CPS 2405324-0	A	16-17 GL/OCP Terrorism New Business Premium	\$666.00	\$0.00	August 2016	8/30/2016	CA	PACEXI	SCOIN1			

The red box highlights the 'Invoice' and 'Transaction Detail' section for a selected transaction. The 'Invoice' section shows Invoice # 454978, Generate invoice date 4/12/2016, and Last generated date 4/12/2016 5:44:51 PM. The 'Transaction Detail' section shows Sent to CUST - T-BIRES-01, Acctg month April 2016, ICO SCOIN2 - Scottsdale Insurance Company, and PPE PACEXI - Pacific Excess Insurance Marketing, Inc. There are also sections for Accounting Note, Split Commission, Future Account Balance, and Current Account Balance.

Double-clicking on a transaction shows all details for a Transaction. For agency-bill items the following items appear in the Navigation Panel:

The screenshot shows a navigation panel with a blue header 'Transactions' and a list of items. The selected item is 'Item #1627908'. The list includes: Detail, Receivables, Agency Commission, Pr/Br Commission, and Premium Payables.

There are three (3) areas in Transaction details in the “Detail” section where information for a transaction can be edited on items that have not been reversed:

1. Transaction section
2. Billing Tab
3. Invoice Tab

Detail Section

1. At the top of the screen in the Transaction section the “Description” can be edited.

Transaction	
Code	RENB - Account Current
Description	19-20 New Business Premium
Amount	\$10,000.00

2. Under Detail / Billing tab based on permissions uses potentially can edit the following:
 - a. Generate Invoice Date
 - b. A/R Due Date
 - c. Accounting Month
 - d. Production Month

Billing		Invoice	
Detail			
Generate invoice date	9/20/2019	Accounting month	September 2019
Effective date	9/20/2019	Production month	September 2019
A/R due date	10/20/2019	GL account #	

3. Under Detail / Invoice tab users could edit:
 - a. The Send Invoice To
 - b. Delivery method
 - c. Invoice Message

Billing		Invoice	
Invoice			
<input checked="" type="checkbox"/> Generate invoice	Invoice # 893197	Batch # 668048	Date last generated 9/21/2019
Send Invoice To			
Type	Client	Address description	
Account	T-BIRES-01 -	Loan #	
Contact		Delivery method	Mail
Address		Email	
Site ID		Fax	
Invoice Message Select Message			

Receivables Section

When users click Finish adding a new Transaction it appears on the General Ledger (no end of day or overnight processing).

The amount transacted immediately appears in the Receivables view.

Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confir...	Process Description	Amount	
9/20/2019 6:19:08 PM	10/20/2019	September 2019	RENB/RENB		Renewal Business Premium	\$10,000.00	

Balance	
Invoiced	\$10,000.00
Broker commission retained	\$0.00
Financed	\$0.00
Split receivables	\$0.00
Payments	\$0.00
A/R write-off	\$0.00
Balance	\$10,000.00

Agency Commission

This screen will show the commission on a transaction when it was added.

Accrued													Select Columns
Split #	Line	Policy Number	Generate	Acctg Month	Trans	Trans Amt	ICO	PPE Type	PPE	Agcy Com Type	Agcy Co...	Agcy Com Amt	
1	1PKG	PKG123456	9/20/2019	September 2019	NEWB	\$10,000.00	CENINZ	CA	UCAGE1	%	10.0000%	\$1,000.00	
											Commission invoiced	\$1,000.00	
											Commission adjusted	\$0.00	
											Total accrued commission	\$1,000.00	

Pr/Br Commission

Information appearing here will vary based on configuration by your agency. For a commissionable producer you could see their portion of the Agency's commission and Production Credit

Accrued													Select Columns
Split #	Line	Policy Number	Order #	Pr/Br	Pr/Br Code	Prod Cr %	Acctg Month	Trans	Trans Amt	Pr/Br Type	Pr/Br %	Pr/Br Com Amt	AB
1	1PKG	PKG123456	1	PPAY	OSBLA1	100.0000%	September 2019	NEWB	\$10,000.00	!	35.0000%	\$350.00	Full

Premium Payables

A common question for accounting – have we paid the carrier yet?

Staff can come to the Premium Payables view for a transaction to see if an Agency check has been issued to a carrier or not.

1. If you only see information at the top of the screen under Payables and nothing at the bottom of the screen under Reconciled your agency has NOT paid the carrier.

Payables												
Split #	Line	Policy Number	PPE Type	PPE	Contract	Acctg Month	Trans	Amount	Type	Percent	Com Amt	Pay Amt
1	1PRO	PROP122345	CA	FIRFU8	CS	August 2016	NEWB	\$10,000.00	%	10.0000%	\$1,000.00	\$9,000.00

Reconciled														Select Columns	
Split #	Line	Policy Number	PPE Type	PPE	Pay Contract Type	Acctg Month	Trans	Description	Master Stmt #	Stmt #	GL Type	GL Refer	Check #	Amount	Payment..
No items found															

2. If you see information both at the top and the bottom of the screen a check has been issued to the carrier.

Payables													Select Columns
Split #	Line	Policy Number	PPE Type	PPE	Contract	Acctg Month	Trans	Amount	Type	Percent	Com Amt	Pay Amt	
1	1PKG	SY922	CA	AFFFM1	CS	October 2015	RENB	\$188,230.00	%	0.0000%	\$0.00	\$188,230.00	

Reconciled														Select Columns
Split #	Line	Policy Number	PPE Type	PPE	Pay Contract Type	Acctg Month	Trans	Description	Master Stmt #	Stmt #	Check #	Amount	GL Refer	GL Typ
1	1PKG	SY922	CA	AFFFM1	CS	December 2015	PYPM	200/TD/MULTIP...	218988	102916	208419	\$188,230.00	152192	D

Adjust Commission Functionality

Double-clicking on a transaction provides us with an option to edit a handful of transaction fields. Can we edit other information?

Under Actions / Adjust Commission there is the possibility that the following details can be amended:

1. ICO
2. PPE
3. Commission
4. Pr/Br Commission

This functionality is “conditional”. If activity has been performed on the transaction (e.g. payment posted, premium financing funded, someone already used the Adjust Commission function) editable fields are limited.

If an activity has NOT been performed the following fields are editable under Actions / Adjustment:



The 'Adjust Commissions' dialog box is shown with several sections. The 'Agency' section contains a table with columns: Issuing Company, PPE Type, Premium Payable, Contract, Type, Percent, Amount, and Pay Due Date. The 'Producer/Broker Commissions' section contains a table with columns: Pr/Br, Code, Name, Contract, Type, Percent, Amount, Prod Credit %, and Payable Due. The 'Commissions' section contains a table with columns: Pr/Br, Code, Contract, Type, Percent, Amount, Prod Credit %, Order #, and Payable Due. The 'Share Revenue' section contains a table with columns: Revenue %, Amount, Agency, Branch, Department, and Profit Center. At the bottom right, there are 'Finish' and 'Cancel' buttons. The status bar at the bottom right shows '3.81s | ADJUSTCM'.

Line	Policy Number	Issuing Company	PPE Type	Premium Payable	Split Amount	Type
1PRO	PROP123456	Travelers Insurance Company Limited	CA	Travelers (Domestic)	\$25,000.00	%

Issuing Company	PPE Type	Premium Payable	Contract	Type	Percent	Amount	Pay Due Date
TRAVEL	CA	TRAVE1	CS	!	10.0000%	\$2,500.00	8/25/2020

Pr/Br	Code	Name	Contract	Type	Percent	Amount	Prod Credit %	Payable Due
PPAY	JOHWA1	Warren-123 BRG G Johnson		!	30.0000%	\$750.00	100.0000%	7/31/2020

Pr/Br	Code	Contract	Type	Percent	Amount	Prod Credit %	Order #	Payable Due
PPAY	JOHWA1		!	30.0000%	\$750.00	100.0000%	0	7/31/2020

Revenue %	Amount	Agency	Branch	Department	Profit Center

As soon as any of these items are amended the next time a user goes to Actions / Adjust Commission for this same transaction the only fields that can be edited are:

1. Commission
2. Existing Pr/Br Commission tab information

Adjust Commissions

Line	Policy Number	Issuing Company	PPE Type	Premium Payable	Split Amount	Type
1PRO	PROP123456	Travelers Insurance Company Limited	CA	Travelers (Domestic)	\$25,000.00	%

Agency

Issuing Company	PPE Type	Premium Payable	Contract	Type	Percent	Amount	Pay Due Date
TRAVEL	CA	TRAVE1	CS	%	10.0000%	\$2,500.00	8/25/2020

Company Statement - Company Statement

Producer/Broker Commissions

Pr/Br	Code	Name	Contract	Type	Percent	Amount	Prod Credit %
PPAY	JOHWA1	Warren-123 BRG G Johnson		!	30.0000%	\$750.00	100.0000%

Commissions

Pr/Br	Code	Contract	Type	Percent	Amount	Prod Credit %	Order #	Payable Due
PPAY	JOHWA1		!	30.0000%	\$750.00	100.0000%	0	7/31/2020

Share Revenue

Revenue %	Amount	Agency	Branch	Department	Profit Center

Finish Cancel

3.81s | ADJUSTCM

Reminder:

1. Editing information on an individual transaction does NOT correct the policy
2. Editing the policy does NOT correct an existing transaction.

Looking at Transaction details (double-clicking on a transaction) we now see under Agency Commission, Pr/Br Commission and Premium Payables automatic adjustments (ADJO) amending the commission the agency will retain, portion of commission payable to the producer and net premium that will be sent to the carrier.

Agency Commission

Split #	Line	Policy Number	Generate	Acctg Month	Trans	Trans Amt	ICO	PPE Type	PPE	Agcy Com Type	Agcy Co...	Agcy Com Amt
1	1PKG	PKG123456	9/20/2019	September 2019	ADJO	\$0.00	CENIN2	CA	UCAGE1	%	2.5000%	\$250.00

Commission invoiced	\$1,000.00
Commission adjusted	\$250.00
Total accrued commission	\$1,250.00

Pr/Br Commission

Split #	Line	Policy Number	Order #	Pr/Br	Pr/Br Code	Prod Cr %	Acctg Month	Trans	Trans Amt	Pr/Br Type	Pr/Br %	Pr/Br Com Amt	AB Com Method
1	1PKG	PKG123456	1	PPAY	OSBLA1	100.0000%	September 2019	ADJO	\$0.00	!	0.0000%	\$87.50	Full

Commission invoiced	\$350.00
Commission adjusted	\$87.50
Total accrued commission	\$437.50

Premium Payables

Split #	Line	Policy Number	PPE Type	PPE	Contract	Acctg Month	Trans	Amount	Type	Percent	Com Amt	Pay Amt
1	1PKG	PKG123456	CA	UCAGE1	CS	September 2019	ADJO	\$0.00	%	2.5000%	\$250.00	-\$250.00

Payables invoiced	\$9,000.00
Adjusted	-\$250.00
Total payables	\$8,750.00

After Creating the Transaction

You've created invoice transactions. Now what?

- Were we paid?
- Did we pay the carrier?
- Why can't I use the Actions / Reverse Transaction function?
- Has Direct-Bill commission been posted?
- Did the Insured cash the Return Premium check we sent?
- What commission did we invoice on a specific transaction?
- What's been invoiced on a specific policy?
- Did we allocate premium to various Insured entities using the multiple receivable option?
- Were there any commission adjustments?
-and many more questions

There are several details on the Transaction screen but it doesn't tell us the entire story. When we review the Transaction screen we see things like:

- a. Item Number
- b. Invoice #
- c. Amount Billed
- d. A/R Balance
- e. ICO/PPE on an individual transaction
- f. Transaction description, etc.

Configuring and Sorting Columns

1. You've taken the time to **Select Columns** to supplement the default columns in Transactions.
2. You've put the columns in an order that makes you happy (e.g. ICO and PPE next to each other; Amount and A/R Balance side-by-side).
3. You know that you can click on a column header once to sort data A to Z or 1 to 9.
4. You also know that you can click on the column header again to sort the data Z to A and 9 to 1.
5. With a column sorted you know that you can type a letter or number on the keyboard and Epic will go to that item in the list.

Accessing Transactions from a Policy

When we go to the Transaction screen by default it shows us **all** transaction detail for a specific client.

Transactions - *Balance Forward*

Filter Defaults Refresh Select Columns

Search where Amount Does Not Equal \$0.00 Find Clear Filter

Item #	Inv #	Trans Eff	Trans	Policy Number	Bill	Description	Amount	A/R Balance	Acc
134	31	2/15/2010	INST	63A400053600	A	November Quarterly Broker Fee Installment	\$10,000.00	\$0.00	
2889	245	12/15/2010	RENB	SF10MPL554880IC	A	Renewal Business Premium	\$10,042.00	\$0.00	
2890	245	12/15/2010	CFEE	SF10MPL554880IC	A	Swett Broker Fee	\$250.00	\$0.00	
2891	245	12/15/2010	SURF	SF10MPL554880IC	A	Stamping Fee	\$25.11	\$0.00	
2892	245	12/15/2010	SURT	SF10MPL554880IC	A	Surplus Lines Taxes	\$301.26	\$0.00	
8486	966	1/16/2011	RENB	H71194854	A	Renewal Business Premium	\$120,000.00	\$0.00	
8487	966	1/16/2011	SURF	H71194854	A	Stamping fee	\$300.00	\$0.00	
8488	966	1/16/2011	SURT	H71194854	A	Surplus Lines Taxes	\$3,600.00	\$0.00	
12926	2098	2/15/2011	RENB	81709622	A	Renewal Business Premium	\$4,093.00	\$0.00	
12934	2101	2/15/2011	RENB	L4017987383	A	Renewal Business Premium	\$34,001.00	\$0.00	
12937	2105	2/15/2011	RENB	63A400053601	A	Restaurant Renewal Business Premium	\$437,602.00	\$0.00	
12938	2105	2/15/2011	CFEE	63A400053601	A	Inspection fee	\$6,300.00	\$0.00	
12945	2108	2/15/2011	CFEE	63A400053601	A	Inspection fee	\$100.00	\$0.00	
12944	2109	2/15/2011	RENB	63A400053701	A	Office Renewal Business Premium	\$14,335.00	\$0.00	

Even though we can use columns to sort data and Search Where criteria to filter details it's important to remember that we can do the following from the Policy list:

1. After clicking on **Policies** in the Navigation Panel
2. Locate and **click** on a desired policy to highlight it
3. On the **Options bar** at the top of the screen click on **Access / Transactions**

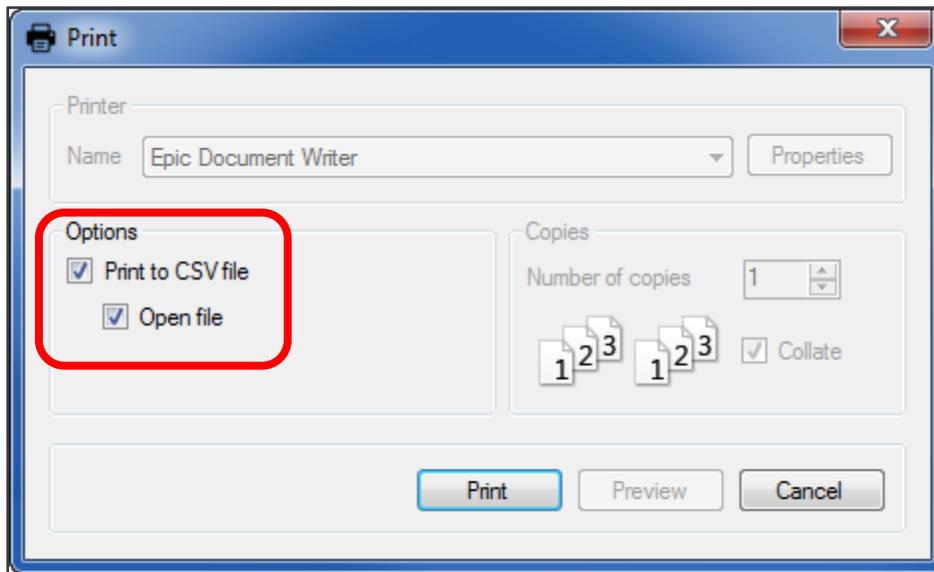
Transactions - *Accessed via Policy # PKG123456*

Filter Defaults Refresh Select Columns

Search where Invoice # Equals Find

Item #	Inv #	Trans Eff	Trans	Policy Number	Bill	Description	Amount	A/R Balance	Accou
3373494	893197	9/20/2019	RENB	PKG123456	A	Renewal Business Premium	\$10,000.00	\$10,000.00	Sep
3373495	893198	9/20/2019	NEWB	PKG123456	A	New Business Premium	\$10,000.00	\$10,000.00	Sep

- a. Epic takes us to the Transaction screen and filters out all other Transaction details and only shows us invoicing associated with the selected policy.
- b. Users can still use **Search Where** to filter on the original filter, if necessary.
- c. If you need something tangible (e.g. you're reconciling an Account) with your view filtered you can click on the **Printer icon** on the left of the screen and print/export the data to an Excel spreadsheet for further analysis.



Setting Your Screen Defaults

You can use Search Where to select criteria that will show Transaction results on the screen. Screen defaults can be set dictating what you see every time you launch a Transaction screen.

For example, if you use “Amount / Does Not Equal / \$0.00 and click on Find the system will show information like:

1. Any debit/credit transacted
2. Payments posted (checks / direct-bill commissions)
3. Return Premium checks issued to the Insured

Amending Transaction Details

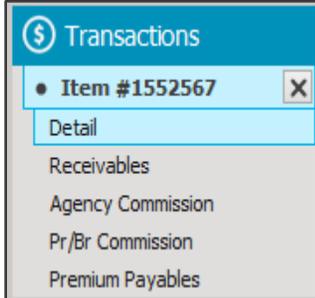
You’ve created a transaction and find information that you need to amend. When you double-click on a Transaction and are on the Details section you can do things like:

1. Edit the description in the Transaction section
2. Edit the Generate Invoice Date for an Installment
3. Amend the Accounts Receivable (A/R) due date
4. Amend the Accounting Month
5. Change the Bill To
6. Add or edit an Invoice Message

Transaction Screen Navigation Panel Option

When we double-click on an Agency-bill, Direct-Bill, Government Entity or Payment Transaction the navigation panel response will vary.

Agency Bill



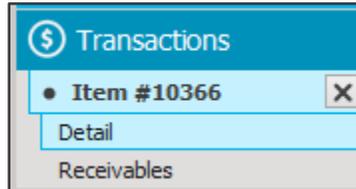
Direct Bill



Direct Placement

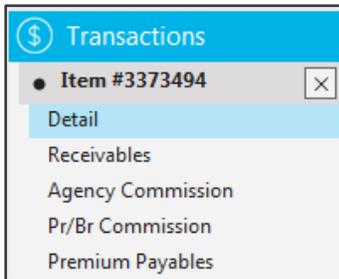


Payment



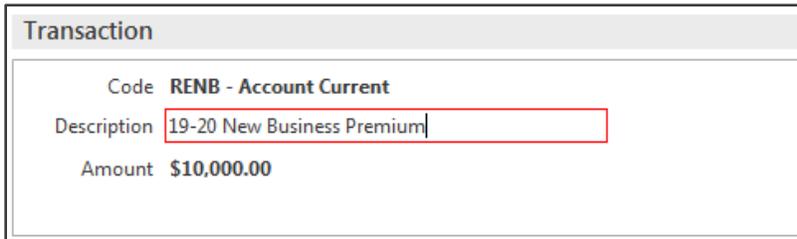
Reviewing Agency Bill Transaction Detail

When we double-click on an Agency Bill transaction the navigation panel expands showing us the following areas for review:



Detail Section

- In the Transaction section the Description can be edited



- On the Billing tab the Generate invoice date can be amended on future items like installments
- The Accounts Receivable (A/R) due date can be amended
- The Accounting Month when revenue is recognized can be amended on future items



- On the Invoice tab the “Send Invoice To” can be amended
- Delivery options changed
- Invoice Message either added or edited

If the “Send Invoice To” information is changed on an invoice that included multiple items when Navigation Panel Details are closed by clicking on the “X” Epic will automatically prompt users asking them to confirm that they want the Bill To information to be updated on the remaining invoice items.

Click on the Yes response at the bottom of the screen.

It...	Trans	Description
2890	CFEE	Swett Broker Fee
2891	SURF	Stamping Fee
2892	SURT	Surplus Lines Taxes

Existing Contact Information

Contact: T-Bires Restaurant Group, Inc. - West...
 Address: 1210 Progress St Ste 200
 Los Angeles, CA 90017
 Method: Mail
 Email:
 Fax:

Yes No

0.31s UPDATEIN

Receivables

- On a newly invoiced item the debit/credit invoiced will immediately appear under Receivables

Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confirmation ID	Process Description	Amount	
9/20/2019 6:19:08 PM	10/20/2019	September 2019	RENB/RENB		Renewal Business Premium	\$10,000.00	

- If a payment or adjustment has been applied it will also appear in this view as a new APCR/PYMT (apply credit / payment)

Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confir...	Process Description	Amount	
10/25/2016 1:37:23 PM	11/4/2016	October 2016	RENB/RENB		16-17 Egress \$20M XS of \$5M Renewal Premium	\$206,000.00	
11/16/2016 6:37:24 PM	11/16/2016	November 2016	APCR/PYMT	140243	Credit applied from Item #1962791	-\$206,000.00	

- If premium was allocated amongst various Insured entities (multiple receivables) the first line will show the total premium and separate lines will show the individual entities and the amount they were invoiced. The multiple receivable lines show as BTSB

Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confir...	Process Description	Amount	
9/20/2019 10:06:58 PM	10/20/2019	September 2019	NEWB/NEWB		New Business Premium	\$50,000.00	
9/20/2019 10:06:58 PM	10/20/2019	September 2019	BTSB/NEWB		Billed To: Bob McKee	-\$25,000.00	
9/20/2019 10:06:58 PM	10/20/2019	September 2019	BTSB/NEWB		Billed To: Jim Cook	-\$25,000.00	

Agency Commission

- Commission on the transaction will appear under the Agency Commission option

Accrued											
Split #	Line	Policy Number	Generate	Acctg Month	Trans	Trans Amt	PPE Type	PPE	Agcy Com Type	Agcy Com %	Agcy Com Amt
1	1PKG	PKG123456	9/20/2019	September 2019	NEWB	\$10,000.00	CA	UCAGE1	%	10.0000%	\$1,000.00

- Any commission adjustments will be shown as separate adjustment lines. In the example below 10% shows as the original commission which was adjusted to 12.5 (showed 2.5%) and then 15% (another 2.5%) and then corrected to 7.5% (showing a negative 7.5%).

Accrued											
Split #	Line	Policy Number	Generate	Acctg Month	Trans	Trans Amt	PPE Type	PPE	Agcy Com Type	Agcy Com %	Agcy Com Amt
1	1PKG	PKG123456	9/20/2019	September 2019	NEWB	\$10,000.00	CA	UCAGE1	%	10.0000%	\$1,000.00
1	1PKG	PKG123456	9/20/2019	September 2019	ADJO	\$0.00	CA	UCAGE1	%	2.5000%	\$250.00
1	1PKG	PKG123456	9/20/2019	September 2019	ADJO	\$0.00	CA	UCAGE1	%	2.5000%	\$250.00
1	1PKG	PKG123456	9/20/2019	September 2019	ADJO	\$0.00	CA	UCAGE1	%	-7.5000%	-\$750.00

Pr/Br Commission

- Information showing how the producer will be paid appears on the Pr/Br Commission tab

Accrued													
Split #	Line	Policy Number	Order #	Pr/Br	Pr/Br Code	Prod Cr %	Acctg Month	Trans	Trans Amt	Pr/Br Type	Pr/Br %	Pr/Br Com Amt	
1	1PKG	PKG123456	1	PPAY	OSBLA1	100.0000%	September 2019	NEWB	\$10,000.00	!	35.0000%	\$350.00	

- Any adjustments made to the commission are automatically reflected in this view (e.g. we amended the policy commission for the transaction and see the result on the Pr/Br Commission view)

Accrued													
Split #	Line	Policy Number	Order #	Pr/Br	Pr/Br Code	Prod Cr %	Acctg Month	Trans	Trans Amt	Pr/Br Type	Pr/Br %	Pr/Br Com Amt	
1	1PKG	PKG123456	1	PPAY	OSBLA1	100.0000%	September 2019	NEWB	\$10,000.00	!	35.0000%	\$350.00	
1	1PKG	PKG123456	1	PPAY	OSBLA1	100.0000%	September 2019	ADJO	\$0.00	!	0.0000%	\$87.50	
1	1PKG	PKG123456	1	PPAY	OSBLA1	100.0000%	September 2019	ADJO	\$0.00	!	0.0000%	\$87.50	
1	1PKG	PKG123456	1	PPAY	OSBLA1	100.0000%	September 2019	ADJO	\$0.00	!	0.0000%	-\$262.50	

Premium Payables

- The net premium we'll send to the carrier appears in this view

Payables													
Split #	Line	Policy Number	PPE Type	PPE	Contract	Acctg Month	Trans	Amount	Type	Percent	Com Amt	Pay Amt	
1	1PKG	PKG123456	CA	UCAGE1	CS	September 2019	NEWB	\$10,000.00	%	10.0000%	\$1,000.00	\$9,000.00	

- Any adjustments made to the Commission or the Pr/Br Commission will be reflected as separate items in this view adjusting the net we'll send the carrier

Payables													
Split #	Line	Policy Number	PPE Type	PPE	Contract	Acctg Month	Trans	Amount	Type	Percent	Com Amt	Pay Amt	
1	1PKG	PKG123456	CA	UCAGE1	CS	September 2019	NEWB	\$10,000.00	%	10.0000%	\$1,000.00	\$9,000.00	
1	1PKG	PKG123456	CA	UCAGE1	CS	September 2019	ADJO	\$0.00	%	2.5000%	\$250.00	-\$250.00	
1	1PKG	PKG123456	CA	UCAGE1	CS	September 2019	ADJO	\$0.00	%	2.5000%	\$250.00	-\$250.00	
1	1PKG	PKG123456	CA	UCAGE1	CS	September 2019	ADJO	\$0.00	%	-7.5000%	-\$750.00	\$750.00	

- If the Reconciled section at the bottom of the screen is blank accounting has not issued a check to the carrier – “no items found” will appear

Reconciled														
Split #	Line	Policy Number	PPE Type	PPE	Pay Contract Type	Acctg Month	Trans	Description	Master Stmt #	Stmt #	Check #	Amount	GL Refer	GL Typ
No items found														

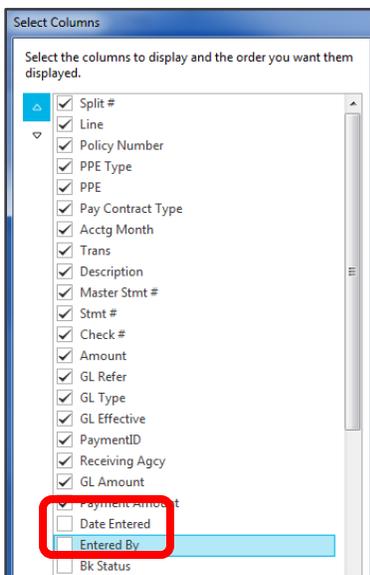
- If Reconciled shows details a check has been issued to the carrier and if you select additional columns you can see when the check was issued

Reconciled													Select Columns	
Split #	Line	Policy Number	RPE Type	RPE	Pay Contract Type	Accto Month	Trans	Description	Master Stmt #	Stmt #	Check #	Amount	GL Refer	GL Type
1	1EPL	H71194854	CA	SWEAN1	CS	February 2011	PYPM	Reconciliation P...	7622	278	170633	\$108,000.00	1012	D

Configuring View to Know When Accounting Issued a Carrier Check

You see information in the “Reconciled” section of the Premium Payables view letting you know that a check has been issued to the carrier (Yeah!) but how do you tell “when” the check was issued – this can be important to some work groups.

This section of Transaction Details includes a “Select Columns” option which includes several additional columns for consideration.



The “Date Entered” and “Entered By” columns will show when the check was issued and the individual in accounting who processed the payment.

Reconciled										Select Columns			
Split #	Line	Policy Number	PPE Type	PPE	Pay Contract Type	Acctg Month	Trans	Description	Date Entered	Entered By	Master Stmt #	Stmt #	Check #
1	1EPL	H71194854	CA	SWEAN1	CS	February 2011	PYPM	Reconciliation P.	2/9/2011 2:02:37 PM	CPEREZ	7622	278	170633

Searching Item Number versus Invoice Number

Even though the Search Where bar offers robust search and filter options be aware that you can unintentionally limit what you see based on your search.

If you search for an Item # and see a result remember that you are potentially NOT looking at the entire transaction. In the example below we see a search result showing our individual item #.

Transactions - Balance Forward												Filter Defaults	Refresh	Select Columns	
Search where Item #												Equals	3373499	Find	Clear Filter
Item #	Inv #	Trans Eff	Trans	Policy Number	Bill	Description	Amount	A/R Balance	Accounting Month	A/R Due	PPE Ty				
3373499	893201	9/20/2019	NEWB	PKG123456	A	New Business Premium	\$10,000.00	\$10,000.00	September 2019	10/20/2019	CA				

When we change our search to locate an Invoice # we see that we invoiced more than just the premium. The invoice also included three tax/fee lines.

Transactions - Balance Forward												Filter Defaults	Refresh	Select Columns	
Search where Invoice #												Equals	893201	Find	Clear Filter
Item #	Inv #	Trans Eff	Trans	Policy Number	Bill	Description	Amount	A/R Balance	Accounting Month	A/R Due	PPE Ty				
3373499	893201	9/20/2019	NEWB	PKG123456	A	New Business Premium	\$10,000.00	\$10,000.00	September 2019	10/20/2019	CA				
3373500	893201	9/20/2019	SURT	PKG123456	A	Surplus Lines Taxes	\$150.00	\$150.00	September 2019	10/20/2019	CA				
3373501	893201	9/20/2019	SURF	PKG123456	A	Surplus Lines Stamping Fees	\$75.00	\$75.00	September 2019	10/20/2019	CA				
3373502	893201	9/20/2019	CFEE	PKG123456	A	State Insurance Guarantee Fee	\$80.00	\$80.00	September 2019	10/20/2019	CA				

Tip: Did you know that Accounts Receivable staff (individuals posting payments) focus more on "Item #" and Premium Payables (those retaining commission/paying carriers) focus more on "Invoice #"?

Agency Configuration, Transactions and Other Actions

When your agency configured Epic they made decisions regarding codes used when invoicing:

1. Do we retain the monies or not? If we retain the monies is it commissionable?
 - a. Agency fee – you retain 100%
 - b. Company and Surplus Lines fees – you retain 0%
 - c. Premiums – you retain commission and send net premium to carrier

When you invoice you make deliberate choices about the correct transaction code:

1. Are you invoicing....?
 - a. Premium (New business, Renewal business, Endorsements, Audits, Cancellations, etc.)

- b. Agency fee (Brokerage Services contract, Internal Program fee, Fee in lieu of commission, etc.)
- c. Company fee (Wholesale Broker fee, Policy inspection fee, New York Fire Fee, Florida Hurricane Fee, Insurance Guarantee Fund fee, etc.)
- d. Surplus Lines taxes and fees

to Understanding the Applied Epic Transaction Screens – Part 1

Other actions in Epic create additional codes that we will either see on the (a) Transaction screen, in (b) Transaction Details or (c) on both screens:

- **SBWO** – Small Balance Write-Off appears in **Transaction Detail**

Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confirmation ID	Process Description	Amount	
9/20/2019 11:11:46 PM	10/20/2019	September 2019	SURE/SURE		Surplus Lines Stamping Fees	\$5.00	
9/20/2019 11:12:55 PM	9/20/2019	September 2019	SBWO/SURF		Small Balance Write-Off	-\$5.00	

- **MSWO** – Miscellaneous Balance Write-Off appears in **Transaction Details**

Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confirmation ID	Process Description	Amount	
7/28/2011 11:19:03 AM	9/19/2011	August 2011	RENB/RENB		Renewal Business Premium	\$250.00	
7/29/2011 1:51:22 PM	7/29/2011	August 2011	MSWO/RENB		Miscellaneous Write-Off Expense	-\$250.00	

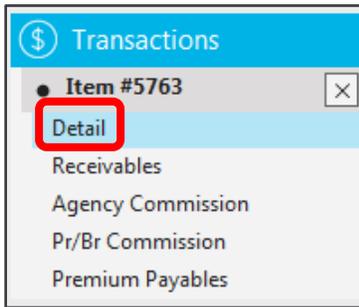
- **PYMT** – Payment appears on both the **Transaction screen** and in **Transaction Details** where it will show each item number where monies were applied

Receivables							
Date Entered	Payment	Received	Acctg Month	Trans	Pay ID/Confirmation ID	Process Description	Amount
4/4/2012 12:51:27 PM	3/22/2012		April 2012	PYMT/PYMT	2185	T-BIRD RESTAURANT GROUP	-\$494,256.00
4/4/2012 12:51:28 PM			April 2012	APDB/CFEE	2185	Debit applied from Item #141348	\$6,300.00
4/4/2012 12:51:29 PM			April 2012	APDB/RENB	2185	Debit applied from Item #141347	\$469,366.00
4/4/2012 12:51:47 PM			April 2012	APDB/CFEE	2185	Debit applied from Item #141346	\$100.00
4/4/2012 12:51:52 PM			April 2012	APDB/RENB	2185	Debit applied from Item #141344	\$14,397.00
4/4/2012 12:52:00 PM			April 2012	APDB/RENB	2185	Debit applied from Item #134120	\$4,093.00

- **RETP** – Return Premium check appears on both the **Transaction screen** and in **Transaction Details** showing the check amount and the transaction(s) that provided the credit(s).

Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confirmation ID	Process Description	Amount	
1/5/2011 11:24:36 AM	1/5/2011	January 2011	RETP/RETP		1350ALK-01/REFUND/MTF	\$967.00	
1/5/2011 11:24:36 AM	1/5/2011	January 2011	APCR/PYMT	70	Credit applied from Item #305	-\$967.00	

- The Insured called and said that they never received the Return Premium check you sent. Does Epic show whether the check was cashed or not?
 - Double-click on the RETP transaction and the Navigation Panel will default to Detail
 - In the General Ledger section you will see your Agency's trust check # and Cleared will show if the check cleared the bank (Yes) or not (No).



- **BTFN** – Premium Financing appears in **Transaction Details**. The example below shows the amount billed (\$1,870); a partial payment with Insured’s check #5527 (\$1,538.32) and premium financing of the balance (\$331.68). BTFN appears when premium financing is applied.

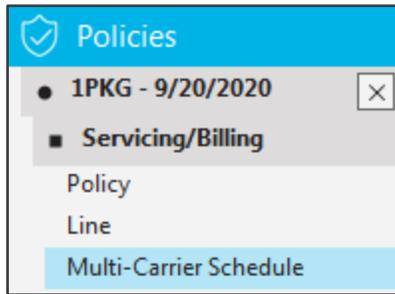
Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confirmation ID	Process Description	Amount	
3/16/2011 10:44:36 AM	3/16/2011	March 2011	RENB/RENB		Renewal Business Premium-GL & Professi...	\$1,870.00	
3/18/2011 5:58:13 PM	3/18/2011	March 2011	APCR/PYMT	5527	Credit applied from Item #19267	-\$1,538.32	
3/18/2011 6:01:24 PM	3/18/2011	March 2011	BTFN/RENB		Billed To: Broadway Premium Funding	-\$331.68	

- **DBCM** – Direct-Bill Commission appears on both the **Transaction screen** and in **Transaction Details**
 - Here we can see debits (additional premium Insured paid to carrier) and credits (return premiums due to the Insured / agency returns commission to carrier)

Transactions - Balance Forward										
Item #	Inv #	Trans Eff	Trans	Policy Number	Bill	Description	Amount	A/R Balance	Accounting Month	
5361		11/9/2010	DBCM	047555828	D	Direct Bill Commissions	\$5.00		December 2010	
30121		2/20/2011	DBCM	047555829	D	Direct Bill Commissions	-\$473.00		April 2011	
30122		2/20/2011	DBCM	047555820	D	Direct Bill Commissions	\$4,049.00		April 2011	
127239		2/20/2011	DBCM	047555829	D	Direct Bill Commissions	\$420.00		January 2012	
127240		2/20/2011	DBCM	047555829	D	Direct Bill Commissions	-\$399.00		January 2012	

to Understanding the Applied Epic Transaction Screens – Part 1

- Multiple Payables** – can be identified by a “Y” in a column on the Transaction screen and will show individual carrier payables in Transaction Details
 - Navigation Panel shows that the Multi-Carrier Schedule has been activated for a policy



- When we click on the policy’s Multi-Carrier Schedule we see the details for the carriers for this policy

Multi-Carrier Schedule							
Policy/Line	Issuing Company	Premium Payable	Part %	Policy Number	Type	Agcy Com %	Estimated Premium
1PKG	Century-National Insurance Company	UCA General	34.00000000%	MX80001221	%	15.0000%	\$6,054.04
1PKG	Travelers Insurance Company Limited	Travelers (Domestic)	33.00000000%	80191919100	%	12.5000%	\$5,875.98
1PKG	Hartford Accident and Indemnity Com...	Hartford	33.00000000%	HART131313131	%	7.5000%	\$5,875.98

- When we click on invoice details and go to the Payables view we see the carriers premium allocations for a Transaction

Payables												
Split #	Line	Policy Number	PPE Type	PPE	Contract	Acctg Month	Trans	Amount	Type	Percent	Com Amt	Pay Amt
1	1PKG	MX80001221	CA	UCAGE1	CS	September 2019	NEWB	\$6,054.04	%	15.0000%	\$908.11	\$5,145.93
2	1PKG	80191919100	CA	TRAVE1	CS	September 2019	NEWB	\$5,875.98	%	12.5000%	\$734.50	\$5,141.48
3	1PKG	HART131313131	CA	HARTF1	CS	September 2019	NEWB	\$5,875.98	%	7.5000%	\$440.70	\$5,435.28

- Multiple Receivables** – a single Payable line will appear on the Transaction screen showing an A/R Balance of \$0.00 because the “Receivables” belong to each of the Insured entities you are invoicing. When each party makes a payment their balance is updated to \$0.00 leaving the remaining entities with an A/R Balance until payment is made. Transaction details for the Premium shows how the premium was allocated amongst Insureds.

Transactions - Accessed via Policy # PKG123456											Filter Defaults
Item #	Inv #	Trans Eff	Trans	Policy Number	Bill	Description	Amount	A/R Balance	PPE Pay Status		
3373496	893199	9/20/2019	NEWB	PKG123456	A	New Business Premium	\$50,000.00	\$0.00	O		
3373498	893200	9/20/2019	NEWB	PKG123456	A	New Business Premium	\$25,000.00	\$25,000.00			
3373497	893199	9/20/2019	NEWB	PKG123456	A	New Business Premium	\$25,000.00	\$25,000.00			

Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confirmation ID	Process Description	Amount	
9/20/2019 10:06:58 PM	10/20/2019	September 2019	NEWB/NEWB		New Business Premium	\$50,000.00	
9/20/2019 10:06:58 PM	10/20/2019	September 2019	BTSB/NEWB		Billed To: Bob McKee	-\$25,000.00	
9/20/2019 10:06:58 PM	10/20/2019	September 2019	BTSB/NEWB		Billed To: Jim Cook	-\$25,000.00	

The Transaction screen shows a separate line for each item of allocated premium. When you click on a line item the “Bill To” information appears at the bottom showing the different Insured Entities.

Transactions - Accessed via Policy # PKG123456										Filter Defaults
Item #	Inv #	Trans Eff	Trans	Policy Number	Bill	Description	Amount	A/R Balance	PPE Pay Status	
3373496	893199	9/20/2019	NEWB	PKG123456	A	New Business Premium	\$50,000.00	\$0.00	0	
3373498	893200	9/20/2019	NEWB	PKG123456	A	New Business Premium	\$25,000.00	\$25,000.00		
3373497	893199	9/20/2019	NEWB	PKG123456	A	New Business Premium	\$25,000.00	\$25,000.00		

- **ADVC** – When the Insured sends a direct-bill premium payable to your agency payment to your agency the check is deposited and a check issued to the carrier. This process creates the ADVC code.

Receivables							
Date Entered	A/R Due	Acctg Month	Trans	Pay ID/Confirmation ID	Process Description	Amount	
5/6/2011 2:37:21 PM	5/6/2011	May 2011	ADVC/ADVC		CRMBC/VARIOUS/ MTF	\$2,876.00	
5/6/2011 2:37:21 PM	5/6/2011	May 2011	APCR/PYMT	46057	Credit applied from Item #31121	-\$2,876.00	

Transaction

Code **ADVC - Advance To Premium Payable**

Description CRMBC/VARIOUS/ MTF

Amount **\$2,876.00**

Bill # 23391

Item # 31444

Bill Agency

Installment #

Billing Invoice

Detail

Generate invoice date 5/6/2011

Effective date 5/6/2011

A/R due date 5/6/2011

Accounting month May 2011

Production month May 2011

GL account #

Structure

Agency 200 - Alliant Insurance Services, Inc.

Branch 030 San Marcos-Alliant Insurance ...

Department

Profit center

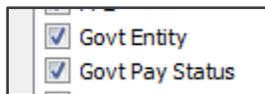
General Ledger

Refer # 2114

Disb Check # 171152

Cleared Yes

- Government Entity Taxes & Fees** – If your agency places business directly with a non-admitted insurance carrier you become responsible for paperwork and for calculating surplus lines taxes and fees. If you have this scenario selecting columns that will show you (1) which government entity you used for a transaction and (2) whether the accounting department has processed a check for taxes and fees will be useful. Otherwise the PPE for the policy will still appear in the PPE field and NOT show the Government Entity Vendor.
 - On the Transaction view click on Select Columns
 - Select Govt Entity and Govt Pay Status



- On the Transaction screen you can clearly see (a) the Government Entity Vendor and (b) whether they have been paid or not in the Government Payee Status column

Transactions - Accessed via Policy # MXX80001221										Filter Defaults	Refresh	Select Columns
Search where	Invoice #	Equals	893204	Find	Clear							
Item #	Inv #	Trans Eff	Trans	Policy Number	Bill	Description	Amount	A/R Balance	PPE Pay Status	Govt Entity	Govt Pay Status	
3373505	893204	9/1/2019	NEWB	MXX80001221	A	New Business Premium	\$15,000.00	\$15,000.00	O			
3373506	893204	9/1/2019	SLTX	MXX80001221	A	Surplus Lines Tax	\$450.00	\$450.00		SLCALIF-01	O	
3373507	893204	9/1/2019	SLFE	MXX80001221	A	Surplus Lines Fee	\$30.00	\$30.00		SLCALIF-02	O	