

Accounting Configuration in Applied Epic

SESSION HANDOUT

Prepared for Applied Client Network and Applied Systems

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Updated By:

Name:

Organization Affiliation:

Date Updated:

Target Audience:

<input checked="" type="checkbox"/>	Accountant/Bookkeeper
<input type="checkbox"/>	CSR
<input type="checkbox"/>	Carrier
<input type="checkbox"/>	IT Manager/Systems Coordinator
<input checked="" type="checkbox"/>	Operations
<input checked="" 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)

Table of Contents

Prepared for Applied Client Network and Applied Systems	2
Original Author:	3
Updated By:	3
Target Audience:.....	3
Seminar Type: Accounting	5
Configuring Applied Epic Accounting	6
Accounting Methods	6
Chart of Accounts	8
Required Accounts	9
Chart of Account Groups	10
Checks/Invoice/Statement/Receipt for Payment Layout	12
Allocation Entries	13
Default/Recurring Entries.....	14
General Ledger Schedules	16
Import/Export	18
Transaction Codes.....	19
Installment Plans	22
Message Gallery.....	25
Government Payables	25
Payment Methods.....	27
Reversal/Void Reasons	27
System Settings.....	28
User Options.....	31
Applied Epic Help – Additional Resources	32
Applied Epic Help – Workflows	32
Applied Epic Accounting Manual	32

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.

Class Description: This session will introduce the user to basic Applied Epic Accounting and configuration for agency-specific outcomes in reports.

Learning Outcomes:

- Configure Applied Epic for efficiency in Accounting workflows.
- Understand the impact of different Applied Epic Accounting configuration options
- Apply options to produce reports with desired output

Assumptions: This seminar is based on the following
Applied Epic 2020 MU1

Configuring Applied Epic Accounting

Applied Epic allows for many options in the configuration of the system to improve efficiency for the accounting staff and other staff that may also process accounting-based items (i.e., CSRs and Account Managers that transact.) Many of the options may affect how revenue is recognized and the agency may want to review with their accountant and agency owners before making or changing configuration options.

Accounting Methods

Agencies can specify how each agency in the structure will recognize income, pay producers, and pay brokers. The accounting month selected will be the month in which the changes become effective. You can install the accounting methods at a later date, but methods must be defined per agency before the first Month-End journal entries are generated and Month-End is processed in the system.

Month-End will verify that the Agency has the Accounting Methods defined. If not, then Month-End will display a message stating that they must be defined.

Changes can be made to an agency's original Accounting Methods. The program will track the "Effective Accounting Month" for the changes however; manual entries/tracking must be done depending on the modifications made. It is highly recommended that research be done prior to installing the accounting methods for your agency so that modifications are not needed later.

If multiple agencies are set up within Epic, each agency can be configured to post and recognize revenue differently.

Income Posting

- No Breakdown – posts to a single title Income account
- Policy Status – posts based on the status of the policy at the time of the transaction NEW, REN, etc. as defined by the agency (not the Transaction code)
- Policy Type Class – posts to Income subaccounts for the policy type classification associated to the transaction. Each policy type must be associated to a policy type classification. Ex. Personal Auto, Personal Umbrella, Homeowners are all PL policy type classification for agency.
- Premium Payable – posts to Income subaccounts for each premium payable entity
- Producer/Broker Commission – posts to Income subaccounts by Producer/Broker Commissionable. If no producer or broker associated to transaction, the income posts to the title Income account.

Recognize Commissions – For agency, producer and broker commissions, the agency can decide to recognize revenue/expense for agency and direct bill items as:

Agency Commission

Agency Bill

- Accrual – Recognize when transacted
- Cash – Fully Paid – Recognize only when paid in full
- Cash – Partially Paid – Recognize as partial payments are made on the item.

Direct Bill

- Accrual
- Cash

For Producers and Brokers, the agency can also post commission based on individual settings for each producer or broker. This is noted on the employee account.

The screenshot displays the 'Configure' window for 'Accounting Methods'. The left sidebar shows a navigation menu with 'Accounting' selected. The main content area is divided into several sections:

- Accounting Methods Table:**

Code	Name
AG1	Grimes Insurance & Financial Services
DMS	Damish Holdings, LLC
- Agency Settings:**
 - Accounting month effective: August 2016
 - Income posting breakdown: Policy Type Class
- Agency Commission:**
 - Agency: Accrual
 - Recognize installment revenue immediately
 - Post by premium payable entity payment
 - Direct: Cash
 - Post receivable by premium payable entity
 - Post cash on account by entity
- Producer Commission:**
 - Post commission based on individual producer setting
 - Defer payables
 - Agency: Accrual
 - Direct: Fully Paid
- Broker Commission:**
 - Post commission based on individual broker setting
 - Defer payables
 - Agency: Accrual
 - Direct: Fully Paid

Chart of Accounts

Each agency can use a general ledger numbering system that suits their needs, including using subaccounts where desired or required. For example, an agency can have an expense Title account for Telephone Expenses with subaccounts for Office Phones and Mobile Phones. Accounts can be designated to only be used in journal entry program (depreciation, etc.) Bank accounts are also defined in the Chart of Accounts under Actions – Define Bank accounts.

You can limit accounts to specific structures if you have multiple in your system.

The screenshot displays the 'Configure' window for 'Chart of Accounts - Income'. The main table lists various subaccounts with their descriptions and statuses. The 'Detail' panel on the right shows configuration options for the selected account, including 'Level' (Subaccount), 'GL account #', 'Group', 'Descriptions' (Language and Description), and 'Structure' (Agency, Branch, Department, Profit Center).

A.	Subacct	Description	Status
400		Commission Income-Agency ...	Active
400	CO	Agency Bill - Commercial Lines	Active
400	HE	Agency Bill-Health Insurance	Active
400	LI	Agency Bill-Life Commissions	Active
400	PL	Agency Bill-Personal Lines	Active
401		Commission Income -Direct Bill	Active
401	CO	Direct bill-Commercial Lines	Active
401	HE	Direct bill-Health Insurance	Active
401	IP	Direct Bill-Investment Product	Active
401	LI	Direct Bill-Life Commissions	Active
401	PL	Direct Bill-Personal Lines	Active
404		Contingency Commission	Active
405		Interest Income	Active
406		Premium Finance Income	Active
410	CO	Commercial Lines - Misc Inco...	Active
410	HE	Health Misc Income	Active
410	LI	Life Ins - Misc Income	Active
410	PL	Personal Lines - Misc Income	Active
412		Service Charge Income	Active
420		Rents Received	Active

Some subaccounts are automatically created when adding new Premium Payable Entities Company or Broker, Policy Status, Producer/Broker, or Policy Type Class for income posting breakdowns and for other general ledger liability or expenses accounts. If the agency is not using the specific breakdown, the General Ledger subaccounts can be inactivated.

Required Accounts

There are GL accounts required by Applied Epic for all agencies, whether used or not, which must be set up. Once the GL accounts are set up and associated as a Required Account, the GL Account can be inactivated and never used unless you add another agency or change operations in the agency. These might include the interagency required accounts, *even* if you only have one agency in your system.

Applied Epic Help file provides a detailed chart for the required account configuration specifications. It shows the required account name, group type to use, and what account level (Title, Regular or Subaccount) is necessary.

First add the GL Account in Chart of Account Configuration, next choose the account created for each of the Required Accounts that need to be defined. Three required accounts are only required if the system setting for producer/broker reconciliations is activated; these three accounts include Interagency Commission Payables Write-Off, Producer Commission Payables Write-Off, and Broker Commission Payables Write-Off.

Note: *If the system setting is turned on at any time, then later turned off the required accounts will still need to be defined. Take caution with turning on and off the system setting features since the feature will impact other areas of the system.*

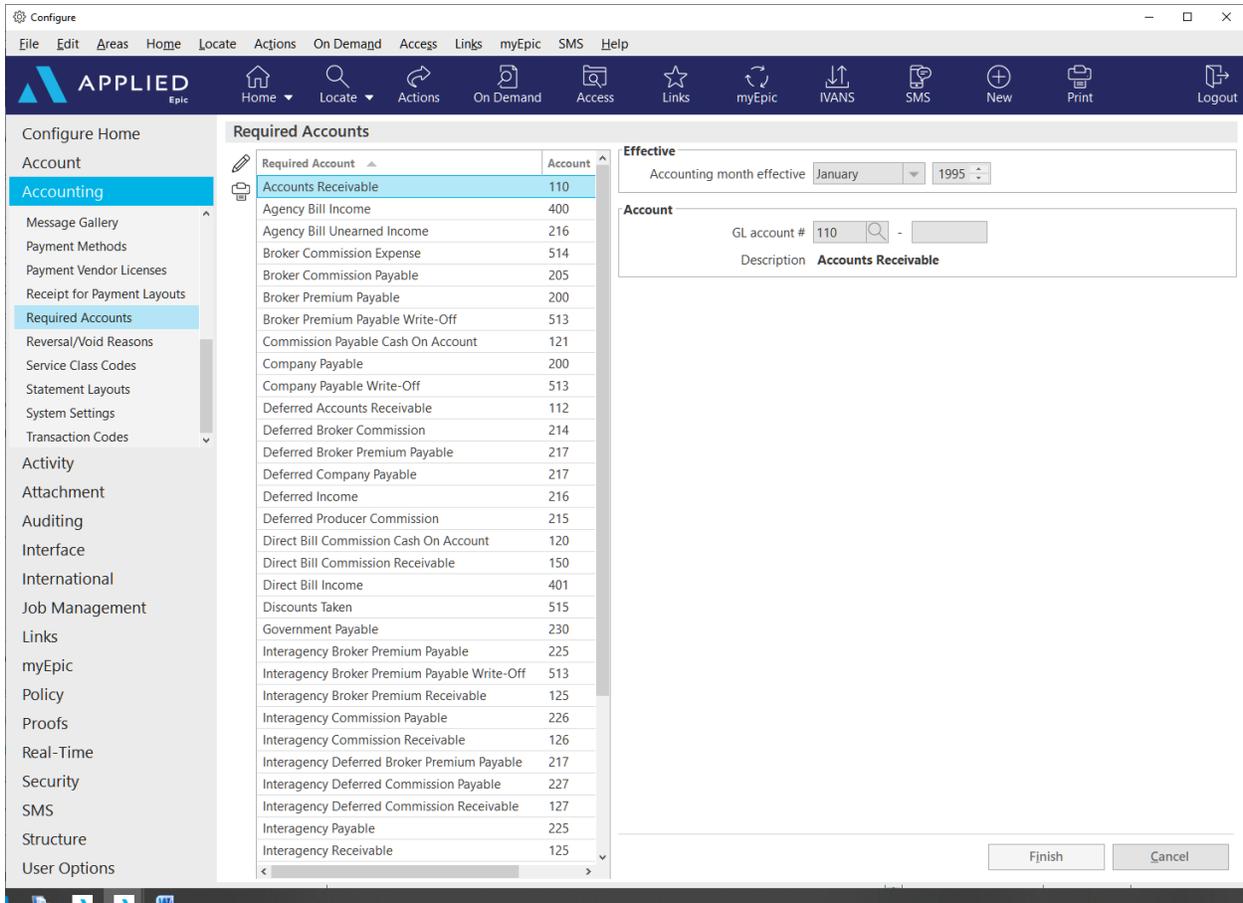


Chart of Account Groups

Chart of Account Groups allow the agency to group accounts of the same Type (Asset, Liability, etc.) together for reporting purposes. Each Account in the Chart of Accounts is assigned to a Group; again, this is determined by the agency. For example, Expenses may all be in the same group or they can be further divided among Selling Expenses, Operating Expenses, Compensation Expense and Administrative Expense.

Another option – if an agency wants Agency Bill Revenue and Direct Bill Revenue sub-totaled on the Income Statement, Groups should be set up for Direct Bill Income and Agency Bill Income and those GL accounts included in each group.

The screenshot displays the Epic Accounting Configuration interface. The left sidebar shows a navigation menu with 'Accounting' selected. The main area is divided into two panes: 'Chart of Account Groups' and 'Detail'.

Chart of Account Groups Table:

Code	Description	Type
10	CURRENT ASSETS	Asset
13	FIXED ASSETS	Asset
20	LIABILITIES	Liability
21	LONG TERM LIABILITIES	Liability
30	NET WORTH	Equity
40	AGENCY BILL INCOME	Income
42	DIRECT BILL INCOME	Income
45	OTHER INCOME	Income
50	SELLING EXPENSE	Expense
60	OPERATING EXPENSE	Expense
70	COMPENSATION EXPENSE	Expense
80	ADMINISTRATIVE EXPENSE	Expense

Detail Panel:

Code: 10
Type: Asset

Descriptions:

Language: English (United States of America)
Description: CURRENT ASSETS
 Update matching descriptions in other languages

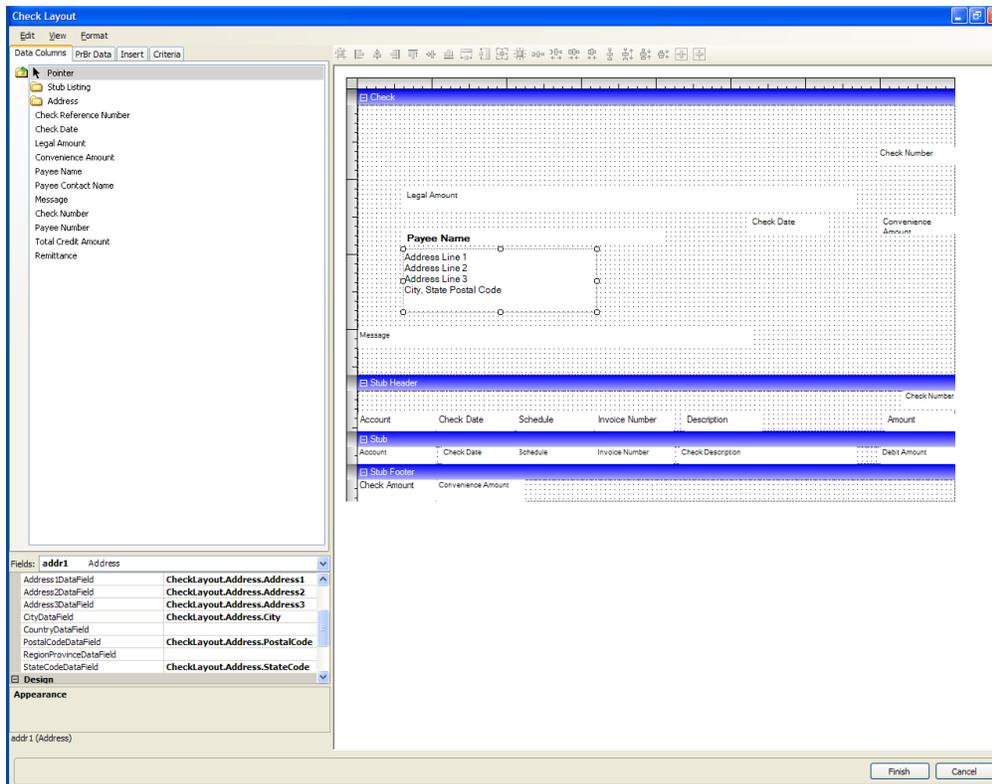
Language	Description
English (Canada)	CURRENT ASSETS
English (United States of America)	CURRENT ASSETS
French (Canada)	CURRENT ASSETS

Checks/Invoice/Statement/Receipt for Payment Layouts

All layout configurations work similarly. Multiple layouts can be designed if needed. For Invoices and Statements, the layout is chosen at the Account Detail level, including where a page break is desired, if any.

When choosing the fields to appear on the Invoice, be sure to choose the “Bill to:” address fields, so you can choose any contact as the billing contact also. If you choose the Account address fields, the Invoice will contain the Account address, regardless of the address shown at the Line Billing level.

To avoid blank spaces in the Address field, choose, Insert>Address – and fill in the fields to complete the address. If a field is blank (ex. Address Line 3), the field is skipped so no blank lines appear in the address. This applies in all areas where the Layout is configured (e.g., Checks, Invoices, Statements, Receipt for Payments and Reports).



In Checks, the MICR font is available. The bank routing # and account # can now be inserted in the Check Layout, allowing agencies to use blank check stock, in lieu of pre-printed checks.

Check with your bank, some will require Magnetic Toner to be used in the check printers and may have specific layout requirements, such as distance from edge of check.

Allocation Entries

Allocations can be used to automatically divide general ledger amounts for expenses or income among various structures within an organization. The allocation methods can be configured based on a flat value, such as the number of employees in each department, or based on a percentage entered for each structural entity.

To gain efficiencies and better financial controls, organizations with multiple offices often centralize certain accounting functions with allocations. Allocations can be used with cash receipts (client and non-client related receipts) and vendor payables.

In addition, journal entries can also be allocated, such as shared services or management expense chargeback to the organizational entities.

Organizations use various methods to assign costs to specific organizational entities depending on the type of expense or receipt. Among the various methods, three most common allocation methods are:

- a) Headcount
- b) Revenue size of organizational entities
- c) Square footage (for occupancy)

The screenshot displays the 'Allocation Methods' configuration screen in Epic. On the left is a navigation menu with categories like Account, Accounting, Activity, Attachment, etc. The main area is split into 'Allocation Methods' and 'Detail'.

Allocation Methods:

- Description: ABC Allocations for Departments
- Headcount Allocation CL/PL
- INS Allocations Commercial Lines

Detail: Description: Headcount Allocation CL/PL

Structure: Automatic Breakdown

Agency	Branch	Department	Profit Center	Value	
<input checked="" type="checkbox"/>	123 - 1238...	MAT - Matteson	CL - Commercial ...	CL-L - Commer...	20.0000%
<input checked="" type="checkbox"/>	123 - 1238...	MAT - Matteson	CL - Commercial ...	CL-S - Commer...	20.0000%
<input checked="" type="checkbox"/>	123 - 1238...	MAT - Matteson	CL - Commercial ...	PL-L - Personal ...	20.0000%
<input checked="" type="checkbox"/>	123 - 1238...	MAT - Matteson	CL - Commercial ...	PL-S - Personal ...	20.0000%
<input checked="" type="checkbox"/>	123 - 1238...	JOL - Joliet	CL - Commercial ...	CL-S - Commer...	20.0000%

Total: 100.0000%

Default/Recurring Entries

This feature allows you to configure Default and Recurring Disbursements, Journal Entries and Vouchers. What's the difference? Recurring entries automatically generate on the date specified and recur either as part of the month-end procedure, on a specific day every month, or every XX days.

The amount of recurring entries generally does not vary (e.g., Applied Systems Support, Rent, Producers with Specific Monthly Draw, etc.)

Note: Recurring entries that are set up as part of the month-end procedure do not generate UNTIL you close the month and post month-end. They do NOT generate when you generate month-end Journal Entries. If you run reports prior to closing, they will not include recurring entries. Suggested best practice is to set the recurring date as the 28th or some date prior to the date you normally run reports for month-end.

Recurring Detail ✕

As part of the month-end procedure
 Last used **7/15/2019**

On the **15th** of the month
 Next recurrence **August** **2019**

Every days
 Last recurrence

0.07s | RECURDTL

Disbursements can be set to print or not. If a recurring disbursement is set to print, it will generate and appear in the checks to print on the recurrence date.

The screenshot shows the Epic Accounting Configuration interface. On the left is a navigation menu with 'Accounting' selected. The main area displays a table of 'Default/Recurring Entries - Disbursements' with columns for Type, Description, and Status. The 'Applied Systems' entry is highlighted. On the right, the 'Disbursement' detail view is shown, including fields for Bank account, Description, Type, Payee, and Contact. Below this is the 'Check' section, where the 'Print' checkbox is highlighted with a blue arrow.

Type	Description	Status
Default	Aetna	Active
Default	AFLAC	Active
Recurring	Applied Systems	Active
Default	Charter Business Internet	Active
Recurring	DDT Global	Active
Default	Delta Dental	Active
Default	Federal Estimated Corp Tax deposit	Active
Default	Georgia Estimated Corp. Tax	Active
Default	IRA Contributions	Active
Default	Jackson Electric	Active
Recurring	Kaiser Permanente - AM	Active
Recurring	Kaiser Permanente - JVB	Active
Recurring	LA Fitness - KS	Active
Default	Laser Save	Active
Default	Lexis Nexis	Active
Default	Lincoln National Life	Active
Default	Mid South Security	Active
Recurring	MIS Solutions	Active
Recurring	Northeast Capital - Astonish Market...	Active
Default	Pitney Bowes - meter lease	Active
Default	PNC Maintenance fee	Active
Recurring	Rent to Damish Holdings	Active

Default Entries are entries that are similar each month, but the amount may vary each time. They do not automatically generate but are selected manually when adding an entry. Amounts on the defaults can be entered as \$0.00 and can be updated when adding a disbursement voucher or journal entry through General Ledger.

The screenshot displays the 'Default/Recurring Entries - Disbursements' configuration screen. On the left is a navigation menu with categories like Accounting, Chart of Account Groups, and GL Schedules. The main area shows a list of entries with columns: Type, Description, and Status. The 'Detail' view on the right shows a table with the following data:

GL Account	Agcy	Brch	Dept	Pftl Ctr	Description	Debit	Credit
103	AG1				Jackson EMC	\$0.00	\$0.00
615	AG1	BR1	ZDP	PFC	PL - Jackson EMC	\$0.00	\$0.00
615	AG1	BR1	ZDP	PFC	CO - Jackson EMC	\$0.00	\$0.00
615	AG1	BR1	4DP	PFC	LH - Jackson EMC	\$0.00	\$0.00

Below the table, there are fields for 'GL account # 615', 'Description Utilities/Occupancy', and a structure selection dropdown showing Agency (AG1), Branch (BR1), Department (ZDP), and Profit center (PFC). The Name is 'Grimes Insurance & Financial Services'. At the bottom, there is a 'GL schedule' dropdown and an 'Amount' field set to \$0.00 with radio buttons for Debit and Credit.

General Ledger Schedules

Schedules can be configured as an additional delineation of expenses or income. Schedules are not dependent on specific GL accounts. For example, a schedule name of John Doe Expenses - JDOEEXP - can be configured, and all of John's expenses can have this schedule name applied. General ledger reports can be run to determine the total of John's expenses, regardless of the GL account that applied.

Another optional use is Year End Adjustments for those Year End adjustments supplied by the agency's accountant after tax returns are complete. Another suggestion is to use Schedules for some expenses instead of sub-accounts (e.g., Internet, telephone, mobile, etc.)

The screenshot displays the Epic Accounting Configuration interface. The top navigation bar includes 'Configure', 'File', 'Edit', 'Areas', 'Home', 'Locate', 'Actions', 'On Demand', 'Access', 'Links', 'myEpic', and 'Help'. Below this is a secondary navigation bar with icons for Home, Locate, Actions, On Demand, Access, Links, myEpic, New, and Print.

The main interface is divided into several sections:

- Configure Home:** A sidebar menu on the left with categories like 'Account', 'Accounting', 'Accounting Methods', 'Allocation Entries', 'Chart of Accounts', 'Check Layouts', 'Default/Recurring Entries', 'GL Opening Balances', 'GL Schedules', 'Government Tax/Fee Rates', 'Import/Export', 'Installment Plans', 'Invoice Layouts', 'Maximum Write-Offs', 'Message Gallery', 'Payment Methods', 'Receipt for Payment Layouts', 'Required Accounts', 'Reversal/Void Reasons', 'Service Class Codes', and 'Activity'.
- General Ledger Schedules:** A table listing various expense codes and their descriptions.

Code	Description
CORRECT	Error Correction
DYOAKEXP	David Yoak Expenses
JATCEXPENS	JATC Expenses
JGRIMEXP	Jim Grimes Expenses
MRANDEXP	Michele Randall Expenses
SBURREXP	Sherry Burrell Expenses
YREADJ	Year End Adjustment
- Detail:** A section for the selected account 'CORRECT', showing its code and a 'Descriptions' table.

Language	Description
English (Canada)	Error Correction
English (United States of America)	Error Correction
French (Canada)	Error Correction

Import/Export

Some general ledger functions and reports can be imported or exported to Applied Epic.

Direct Bill - If the carrier provides the commission statement in Excel format or a file type that can be converted to Excel, direct bill commissions can be imported from the commission statement file into Applied Epic. It is generally easier to create import mapping for each carrier the agency plans to import.

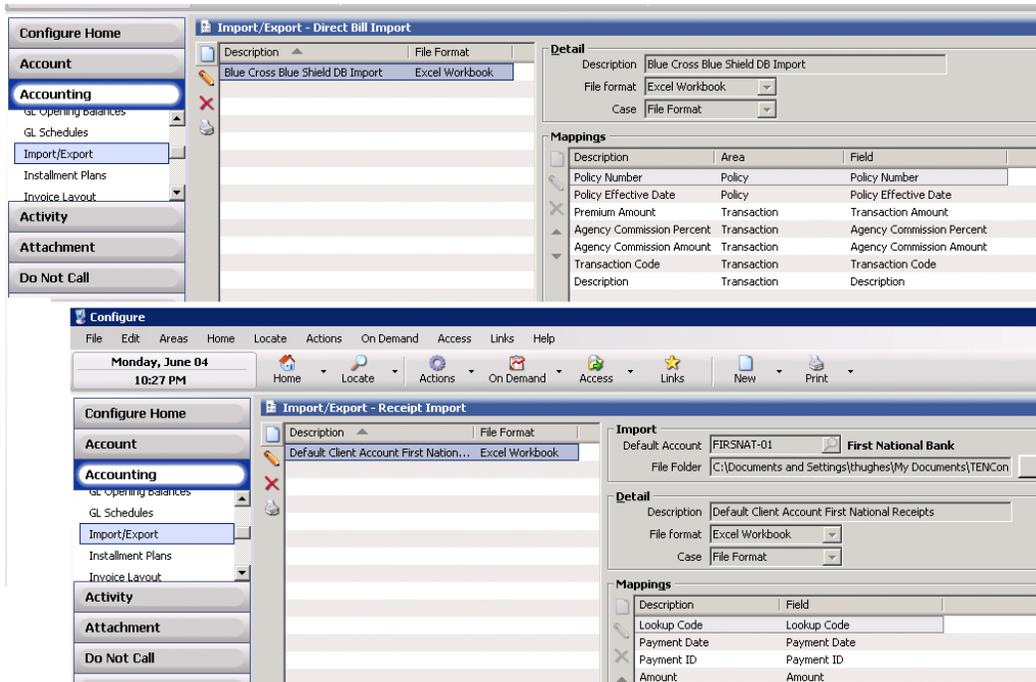
GL Export – export GL account balances to financial reporting software

GL Budget – import/export recorded or budget GL accounts. Tip – for agencies new to Epic without financial history in Epic, import prior year’s actual figures to Epic as a “budget” labelled 201X Actual. Comparison reports can then be run in Epic to compare current year to prior years.

Payment Transmission files – For Clients that are paying the agency through ACH

Receipts can be imported from bank-provided file for lockbox deposits. That means that instead of payments having to be entered manually, the payments can be entered by the import once the bank deposits them.

Reconciliations – Importing reconciliation statements allows the agency to import agency and direct bill statements from the carriers to automatically reconcile against items already billed in Applied Epic.



Transaction Codes

Multiple features can be configured for Transaction codes to reflect changes to the policy premiums and how revenue is affected by the transaction.

The screenshot displays the Epic Accounting Configuration interface. On the left is a navigation menu with 'Accounting' selected. The main area is divided into 'Transaction Codes' and 'Detail' sections.

Code	Description	Stat...
AFFE	Agency Fee	Active
AUD1	&PolDesc& Audit &PolEffDate& to...	Active
BDD8	Write Off to Bad Debt	Active
CANC	&PolDesc& Cancellation	Active
CFEE	Company Fee and/or State Taxes	Active
CFN1	Billing Company Financed	Active
DCT1	&PolType& Direct Bill Commission ...	Active
ENDA	&LineDesc& Endorsement - Additi...	Active
ENDB	&PolDesc& Endorsement-Direct Bil...	Active
ENDD	&LineDesc& Endorsement - Return ...	Active
JNEM	JE for Emp commission	Active
JNTR	JE to transfer Account	Active
NEWB	&PolDesc& New Policy	Active
NINS	&PolDesc& New Installment	Active
RENB	&PolDesc& Renewal	Active
RINS	&PolDesc& Renewal Installment	Active
SMBL	Waive Small Balance	Active
TRN1	J/E Between Clients	Active
WOR1	Waiver of Recourse	Active

The 'Detail' section for code 'NEWB' shows the following configuration:

- Code: NEWB
- Class: Account Current/Direct Bill
- Service Fee (Defer Revenue):

The 'Descriptions' section shows a table of descriptions for the selected code:

Language	Description
English (United States of America)	&PolDesc& New Policy
English (Canada)	&PolDesc& New Policy
French (Canada)	&PolDesc& New Policy

The **Descriptions** can be defined with variables to ensure consistency of entry by users and to reduce the amount of manual entry by users. The variables are accessed by clicking the Lookup and choosing the variables the agency wants to use – Policy type and/or description, effective dates, etc are all available choices.

Default Characteristics are determined for each transaction.

- Will this be used for Direct bill, Agency bill or Both?
- For specific classes of transactions (Fees, A/R Write Off, Misc User Defined, Service Charge, Supplemental Income) what GL Account # is the offset?
- Will the default be a Debit or Credit?
- What is the A/R due date?
- Is the transaction Agency Commissionable, Producer Commissionable and/or Broker Commissionable?

The screenshot displays the Epic Accounting Configuration interface. On the left, a navigation menu includes 'Configure Home', 'Account', 'Accounting', 'Chart of Account Groups', 'Check Layouts', 'Default/Recurring Entries', 'GL Opening Balances', 'GL Schedules', 'Government Tax/Fee Rates', 'Import/Export', 'Installment Plans', 'Invoice Layouts', 'Maximum Write-Offs', 'Message Gallery', 'Payment Methods', 'Receipt for Payment Layouts', 'Required Accounts', 'Reversal/Void Reasons', 'Service Class Codes', 'Statement Layouts', 'System Settings', 'Transaction Codes', 'Activity', 'Attachment', and 'Interface'. The 'Transaction Codes' section is expanded, showing a list of codes and their descriptions. The 'NEWB' code is selected, corresponding to '&PolDesc& New Policy'. The right-hand pane shows the 'Detail' view for this code, with 'Code' set to 'NEWB' and 'Class' set to 'Account Current/Direct Bill'. The 'Default Characteristics' section is active, showing 'Policy bill' set to 'Both', 'GL account #' as an empty field, 'Amount' set to 'Debit', and 'A/R due date' set to 'Later of Gen Inv, Trans Eff or Policy Eff Date' with a 'Plus' sign and '0' days. Checkboxes for 'Agency commissionable', 'Producer commissionable', and 'Broker commissionable' are all checked.

Code	Description	Stat...
AFEE	Agency Fee	Active
AUD1	&PolDesc& Audit &PolEffDate& to...	Active
BDD8	Write Off to Bad Debt	Active
CANC	&PolDesc& Cancellation	Active
CFEE	Company Fee and/or State Taxes	Active
CFN1	Billing Company Financed	Active
DCT1	&PolType& Direct Bill Commission...	Active
ENDA	&LineDesc& Endorsement - Additi...	Active
ENDB	&PolDesc& Endorsement-Direct Bil...	Active
ENDD	&LineDesc& Endorsement - Return ...	Active
JNEM	JE for Emp commission	Active
JNTR	JE to transfer Account	Active
NEWB	&PolDesc& New Policy	Active
NINS	&PolDesc& New Installment	Active
RENB	&PolDesc& Renewal	Active
RINS	&PolDesc& Renewal Installment	Active
SMBL	Waive Small Balance	Active
TRN1	J/E Between Clients	Active
WOR1	Waiver of Recourse	Active

Update Policy

- Will the Transaction affect or update the policy premiums?
- If the Policy estimated premium box is checked, the estimated premium defaults to amount of the transaction. This would be helpful for New and Renewal transactions.
- Will the transaction change the Billed premium – by Add To the amount or No Effect.
- Will the transaction change the Annualized Premium – Add To, No Effect, Replace or Zero out For Add to and Replace – the premium and commission can affect the Actual, Term or Yearly annualized Premiums and Commissions

The screenshot shows the Epic Accounting Configuration interface. On the left, a navigation pane lists various configuration areas, with 'Transaction Codes' selected. The main area displays a list of transaction codes with columns for Code, Description, and Status. The 'NEWB' code, described as '&PolDesc& New Policy', is highlighted. On the right, the 'Detail' pane shows the configuration for the selected code, including the 'Update Policy' dialog box. This dialog box has a checkbox for 'Policy estimated premium' (unchecked), a 'Billed' dropdown menu set to 'Add To', and an 'Annualized' dropdown menu set to 'Replace'.

Quick Tip – the annualized premium field on the policy/line is editable, however, through security you can prevent users from changing the amounts if you wish transactions to be the only method of change.

Installment Plans

Multiple Installment plans can be set up for specific carrier installment options. Options for pennies calculations are allowed. Title your Installment Plans for ease of use by the staff setting up the client installment plans.

If your carriers calculate installments and round to nearest whole dollar EXCEPT for carrier XYZ Insurance, you can configure installment plans to round down payment to nearest whole dollar and add another installment plan for XYZ Insurance – be sure to include XYZ Insurance in the title of the plan.

The screenshot displays the Epic Accounting Configuration interface for Installment Plans. The left sidebar shows the navigation menu with 'Installment Plans' selected. The main area is divided into two panes: a list of installment plans and a detailed configuration form for the selected plan.

Installment Plans List:

Type	Description
Bi-Weekly	Bi-Weekly Installments
Monthly	Monthly Installments w/20% down
Monthly	Monthly - 12 equal
Quarterly	Quarterly Installment
Semi-Annual	Semi-Annual Installments
Weekly	Weekly Installments

Configuration Form (Monthly - 12 equal):

- Invoice Payment
- Type: Monthly
- Cycles: 12
- Prompt for down payment percentage: 0.0000%
- Round down payment to nearest whole dollar
- Calculate pennies: First Individual Final Down payment
- Default Dates:
 - Generate invoice: 1 Month plus 0 days prior to effective date
 - Generate invoice: 0 days prior to effective date
- Descriptions:
 - Language: English (United States of America)
 - Description: Monthly - 12 equal
 - Update matching descriptions in other languages

Language/Description Table:

Language	Description
English (Canada)	Monthly - 12 equal
English (United States of America)	Monthly - 12 equal
French (Canada)	Monthly - 12 equal

The screenshot displays the Epic software interface for configuring accounting installment plans. The top navigation bar includes 'File', 'Edit', 'Areas', 'Home', 'Locate', 'Actions', 'On Demand', 'Access', 'Links', 'myEpic', and 'Help'. Below this is a secondary navigation bar with icons for Home, Locate, Actions, On Demand, Access, Links, myEpic, New, and Print.

The main interface is divided into several sections:

- Configure Home:** A sidebar menu on the left with categories: Account, Accounting (highlighted), Accounting Methods, Allocation Entries, Chart of Accounts, Chart of Account Groups, Check Layouts, Default/Recurring Entries, GL Opening Balances, GL Schedules, Government Tax/Fee Rates, Import/Export, **Installment Plans** (highlighted), Invoice Layouts, Maximum Write-Offs, Message Gallery, Payment Methods, Receipt for Payment Layouts, Required Accounts, Reversal/Void Reasons, and Service Class Codes. Below this are 'Activity' and 'Attachment' sections.
- Installment Plans:** A table with columns 'Type' and 'Description'.

Type	Description
Bi-Weekly	Bi-Weekly Installments
Monthly	Monthly Installments w/20% down
Monthly	Monthly - 12 equal
Quarterly	Quarterly Installment
Semi-Annual	Semi-Annual Installments
Weekly	Weekly Installments
- Detail Individual Installment Descriptions:** A section for defining descriptions for different installment types.

Installment	Description
1st installment	&PolDesc& Installation &InNo& of &InTot&
Each installment	&PolDesc& Installation &InNo& of &InTot&
Last installment	&PolDesc& Final Term Installation
- Descriptions:** A section for managing multi-language descriptions.

Language: English (United States of America)

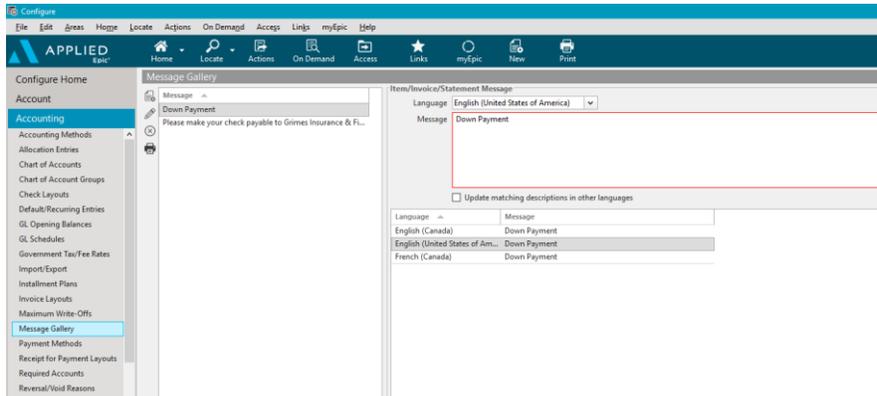
Description:

Update matching descriptions in other languages

Language	Description
English (Canada)	&PolDesc& Installation &InNo& of &InTot&
English (United States of America)	&PolDesc& Installation &InNo& of &InTot&
French (Canada)	&PolDesc& Installation &InNo& of &InTot&

Message Gallery

Another time saver for transacting is the Message Gallery. You can configure messages to be added to invoices. Staff can quickly choose the message that applies, without having to re-type. This also promotes consistency and reduces errors.



Government Payables

If the agency is responsible for collecting state taxes or fees from insureds and forwarding or paying to governmental agencies, Epic allows reconciliation of taxes and fees collected. There are several steps to configuring for government payables

First step is to define a liability title account in the Chart of Accounts for Government Payables and identify it in the Required Accounts.

Next step is to add the government entity as a vendor and designate as a Government Entity. Check off this box ONLY on the Government Entities for which the agency is collecting premium taxes and fees and for which the agency is responsible for remitting, not for other Government Entities, such as the IRS or local property tax department or agency. The GL sub account will be automatically created.

VENDOR ACCOUNT DETAIL

MINNDEP-01 - Minnesota Department of Commerce

File Edit Areas Home Locate Actions Real-Time On Demand Access Links myEpic Help

APPLIED Epic

Home Locate Actions On Demand Access Links myEpic New Print Save Undo

Account Detail

Account

Type Vendor

Account name Minnesota Department of Commerce

Lookup code MINNDEP-01

Account Service/Business Categories/History

Business Identification

FEIN Social Security # Social Insurance # BIN (Ontario)

Government Entity

Government entity GL sub-account

General Ledger

Receives 1099 form

Account #

GL account #

Voucher Days until due Discount days Discount %

Next add a Transaction Code and define it as a Government Tax or a Government Fee.

Last, configure the Government Tax/Fee Rates. Add the Transaction – either Tax or Fee, choose the applicable previously defined Government Entity, add a description for the Transaction and enter the applicable % rate or \$ flat rate. If a percentage rate, you can indicate whether or not rounding applies. Each tab includes additional configuration options. Configure if the tax or fees apply to all or selected policy types and transaction types. Configure the payee from the contacts for the vendor defined.

Configure Home

Account

Accounting

Allocation Entries

Chart of Accounts

Chart of Account Groups

Check Layouts

Default/Recurring Entries

GL Opening Balances

GL Schedules

Government Tax/Fee Rates

Activity

Attachment

Interface

Government Tax/Fee Rates - Current

T.	State	Description	Effective	Expiration
STTX	IL	Illinois Stat...	Open	Open

Details

Transaction STFE State Fee

State IL Illinois

Description Illinois State Fee

Term Open - Open

Rate Policies Transactions Payment

Rate

Type \$

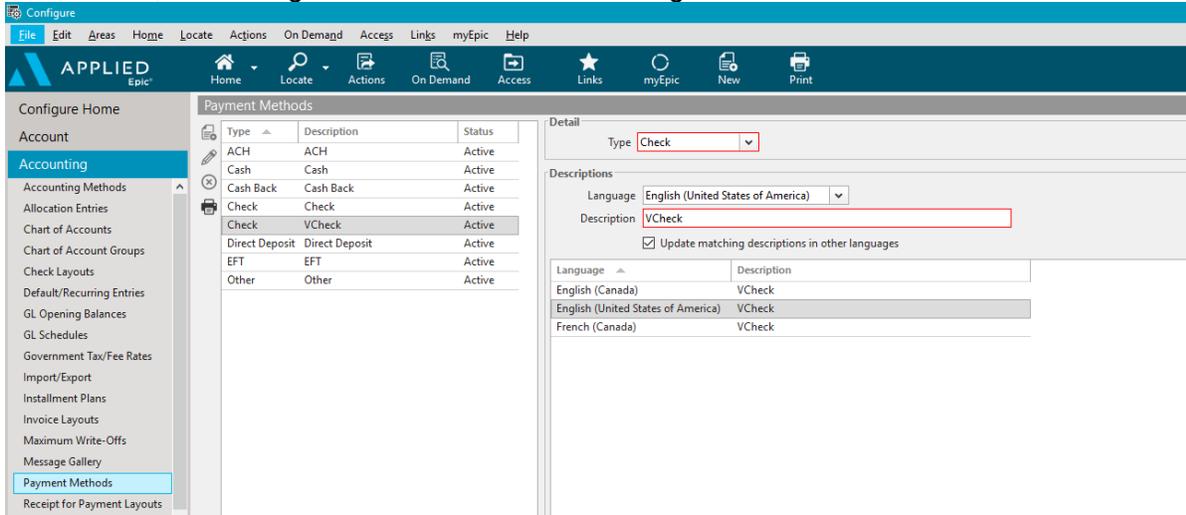
Percent

Amount \$100.00

Rounding <No Rounding>

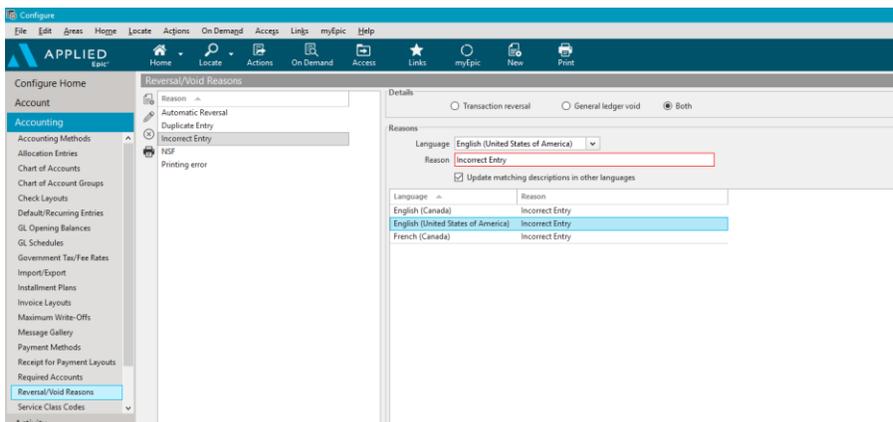
Payment Methods

Additional Payment Methods can be added to choose when completing a receipt. If the agency accepts Credit Cards, additional types could be added for VISA, AMEX, etc. If the agency does not accept credit cards as payment, this type could be inactivated. We accept Virtual checks on our website, so I configured this as method to distinguish from other checks.



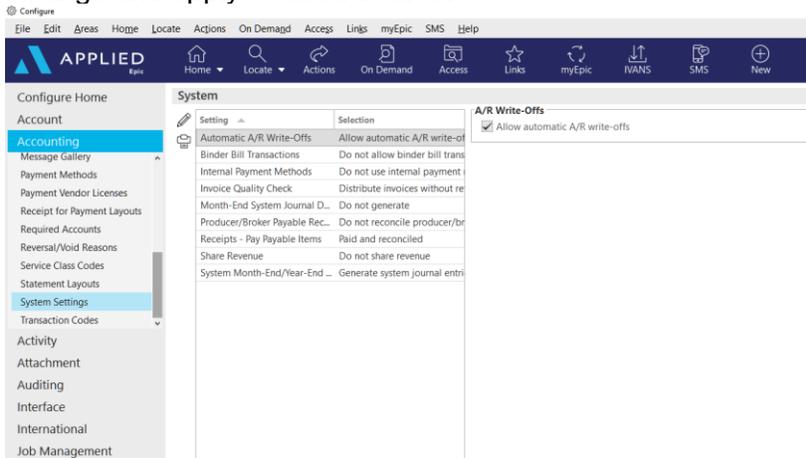
Reversal/Void Reasons

Accounting entries that are reversed or voided receive a prompt for a reason. Reasons can be configured for the agency. Applied Epic has some default reasons that can be modified or deleted. Reasons can also be for Transaction reversal or General Ledger Void or Both.



System Settings

Applied Epic provides the area of system settings that activating or inactivating the features for Invoice Quality Check, Producer/Broker Payable Reconciliation, and Share Revenue, allowing agencies to choose if they want to use or not use one of these features. When a feature in this area is activated additional menu options display in Applied Epic. Please note these are system settings and apply to all structures.



Automatic A/R Write-Offs – allows A/R write offs when entering a receipt or receipt for payment when applying full payment. Maximum Write-Off amounts can be defined in Accounting – Configuration – Maximum Write-Offs.

Binder Bill Transactions – allows binder bills to be created at client level. These transactions do not create a company payable item, but do create a binder bill liability. When a policy is received, the binder bill can be closed and the company payable is created.

Internal Payment Methods – to specify if you wish to use internal payment methods for EFT

Invoice Quality Check activation will be added to the area of Procedures for use of this feature. Allows for a review of invoices prior to the invoices being generated.

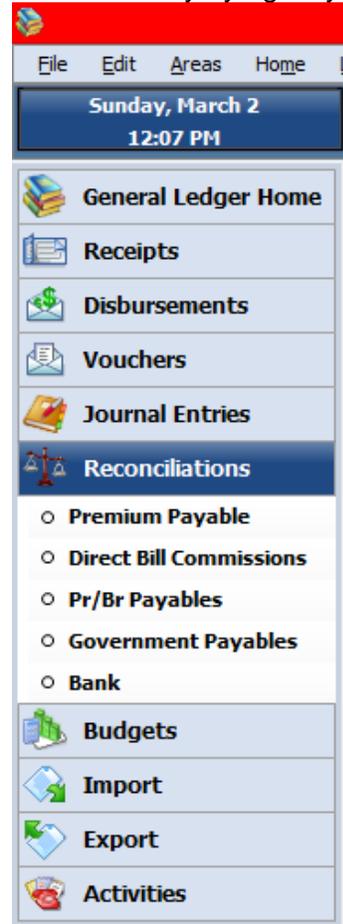
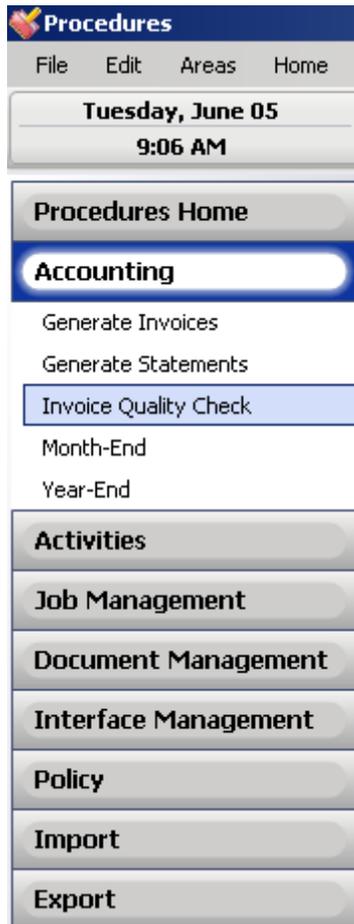
Month-End System Journal Detail File – defines if a file is generated for month-end system journal entries and where the file will be saved.

Producer/Broker Payable Reconciliation activation will be added to the General Ledger Reconciliation navigation panel. Agencies can decide if they wish to reconcile producer payables, broker payables or both. If reconciliation is not selected, it does not appear as an option in the General Ledger Reconciliation area.

Receipts – Pay payable items – Determine the settings that apply to premium payable and broker commission payable items when items are selected on a receipt.

Share Revenue activation provides additional reports under the Reports/Marketing, Transaction area, and when activated additional criteria options are available on existing reports; additional settings for share revenue take place on the employee detail share revenue screen.

System Month-End/Year-End Journal Entries – allows the agency to select automatic generation of Journal entries from transactions or manual entry by agency.



The screenshot displays the Epic Accounting Configuration interface for account HUGTR1 - Trudie Hughes. The interface includes a menu bar (File, Edit, Areas, Home, Locate, Actions, On Demand, Access, Links, Help) and a toolbar (Home, Locate, Actions, On Demand, Access, Links, New, Print, Save, Undo). A left sidebar contains navigation options: Account Detail, Attachments, Commissions, and Activities. The main content area is divided into sections: Account (Type: Employee, Name: Trudie Hughes, Lookup code: HUGTR1), Share Revenue (checked), Primary Office (Agency: ABC Agency, Branch: University Park, Department: Commercial Lines, Profit Center: Commercial Lines - Large), and Additional Structures (No items found).

Note: Exit the system setting configuration screen to activate new menu options when a feature is turned on. **Take caution turning a feature on and off, since other areas of the system will be impacted once a system setting is activated including Required Accounts**

User Options

Field Defaults can be entered to reduce time entering general ledger workflows.

Receipts can default Bank Account, Type of Receipt / Method of Payment and How to Apply. Whether or not to suspend or finalize the receipt can also be defaulted.

Disbursement/Voucher can default Bank account, Type, Mailing Address contact, How to apply, based on the entity type of disbursement/voucher.

Premium/Commission Reconciliation

Premium Payable Reconciliation – Company or Broker – Type of statement.

Bank Reconciliation – Default Bank Account, Record Fees and Interest and applicable GL Accounts.

Pr/Br Reconciliation - Default as Producer or Broker and automatically flag items.

Government Reconciliation – Remission – when Invoiced or Paid and Automatically flag items

The screenshot shows the 'General Ledger Workflows' window with the following configuration options:

- Disbursement/Voucher** | **Premium/Commission Reconciliation** | **Bank Reconciliation** | **Pr/Br Reconciliation** | **Government Reconciliation**
- Premium Payable Reconciliations**
 - Company | Broker
 - All | Account current | Company statement
 - Create separate statements per contract
- Direct Bill Reconciliations**
 - Company | Broker
 - Record commissions | Reconcile commissions
 - Create separate statements per company and agency combination
 - Default as transaction description
- Buttons: **Finish** | **Cancel**
- Footer: 0.40s | GENLEDGA

Applied Epic Help – Additional Resources

Applied Epic Help – Workflows

A great resource is available at the tip of your fingers by simply utilizing Applied Epic Help. On the Menu bar of each screen to the far right is Help. This will provide users a direct path to information whenever additional assistance is needed.

If there is a question on a specific screen, one shortcut is to go into that screen, click on the help menu, choose “Applied Systems Epic Help” and the user is taken to the topic related to that specific screen. This is a huge timesaver for users!

As a bonus the user can choose to view a demonstration that guides you through the workflow steps to accomplish the task at hand.

Applied Epic Accounting Manual

Additional Resources, under the topic of Accounting provides an Applied Epic Accounting Manual. This document provides a wealth of information for users, assists with fulfilling the need to understand accounting configurations, recommendations, definitions, best practices, and so much more. You will need to be able to login to appliedsystems.com to access this Manual.

The screenshot shows the Applied Epic Help interface. On the left is a navigation menu with categories like Introduction, Home, Accounts, Configure, Email, General Ledger, Procedures, Reports/Marketing, Utilities, and Additional Resources. The 'Additional Resources' section is expanded, listing items such as Accounting, Attachments, Browser Access, Email, Getting Started with Leads Inb, Interface, Integrated Texting, myEpic, Policies, Reports, Release Notes, and Product Support. The main content area is titled 'Additional Resources' and contains the following text:

The Applied Epic help file is intended to give you instructions on how to perform your organization's workflows. For supplements

- [Accounting](#)
- [Attachments](#)
- [Browser Access](#)
- [Email](#)
- [Interface](#)
- [Integrated Texting](#)
- [myEpic](#)
- [Policies](#)
- [Reports](#)
- [Release Notes](#)
- [Product Support](#)

Accounting

The [Epic Accounting Manual](#) serves as a basic guide to the accounting features available in Applied Epic and provides background contains configuration instructions and recommendations, definitions of key terms, best practices, and explanations of how accounting works.

The [Archive Accounting](#) utility permanently moves old transaction data on which you no longer need to perform work to a different location. This data enables your system to use resources more efficiently. For additional information, see the [Archive Accounting FAQ](#).

Attachments

Click [here](#) to access common attachment templates, proposal documents, and custom forms that are not pre-loaded in the system.

1. When prompted, select **Save as** and save the file to the desired location on your local drive.
2. Locate the file on your local drive, right click on it, and opt to **Extract** the files to the same location on your local drive.
3. The original zip file contains a set of other zip files. Import each of the desired zipped files into Applied Epic using the [Imp](#).

Browser Access

For users in your Applied EpicCloud agency to begin using Epic Browser Access, submit the authorization form available [here](#). The agency who will be using Browser Access. You may also want to share your *Enterprise ID* and the name of the *Database* they will be using (SSO), select either the *Require password authentication* or *Allow Active Directory and password authentication* radio button in the form to ensure smooth functionality during printing workflows.