Chapter 7

Reporting

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Chapter 7 - Reporting

Overview

This document details **Generating and Storing of Reports** in ibais.

How to Access the Reporting Functions

The system is driven through the ibais **Home Page**.

The ibais **Security System** only enables access to Reports and Report Cabinets that you have permission to access.

You may access the functions via the **All Options** tab at the top of the screen or via your **Favourites.**

Report Cabinets

Report Cabinets is a storage area for reports. It allows you to store reports into a filing system for later retrieval.

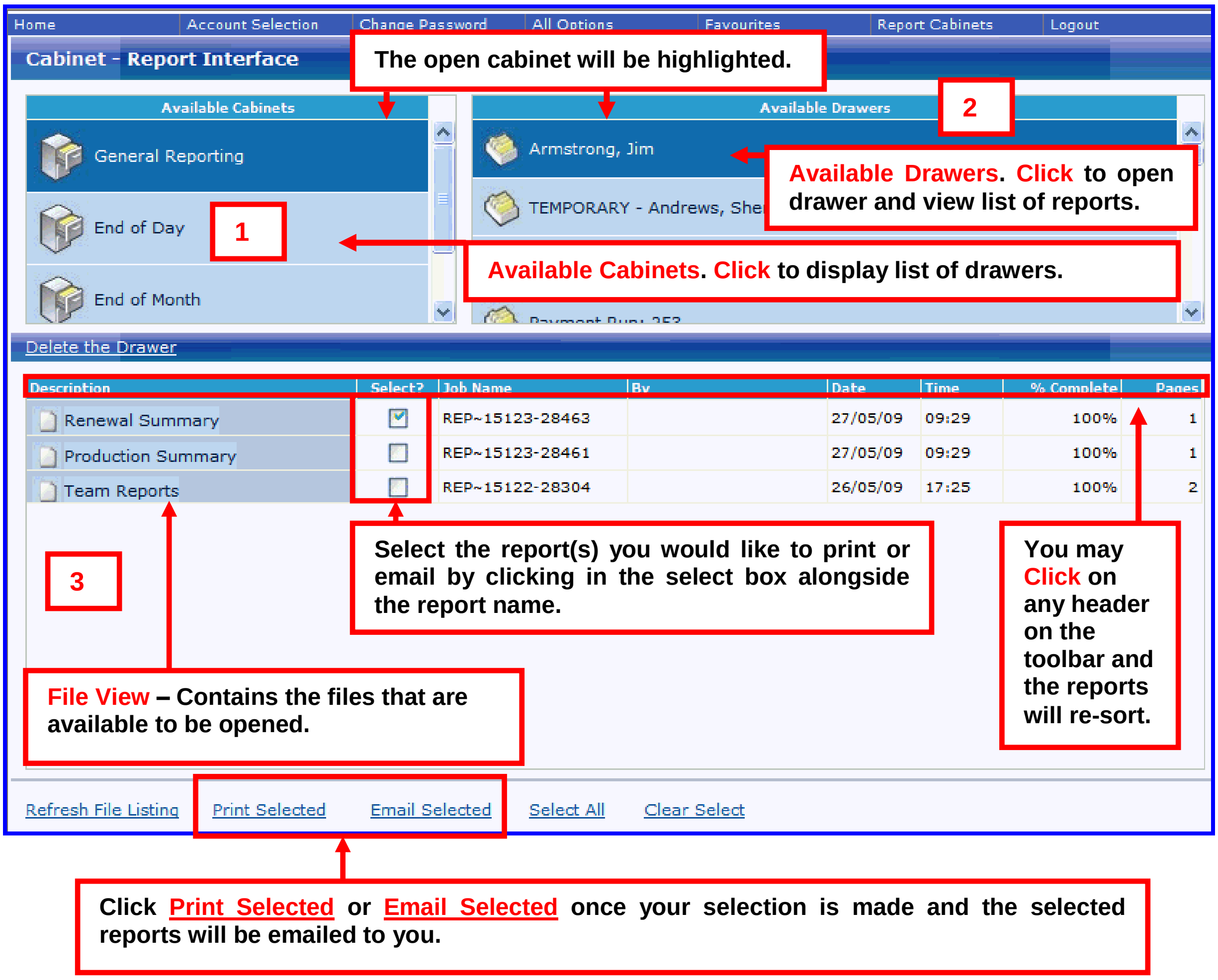
Located on the **top toolbar** is Report Cabinets

Click to open the following screen

There are **three** main sections to the Reports Cabinet.

1. Available Cabinets
2. Available Drawers
3. Description (actual reports)

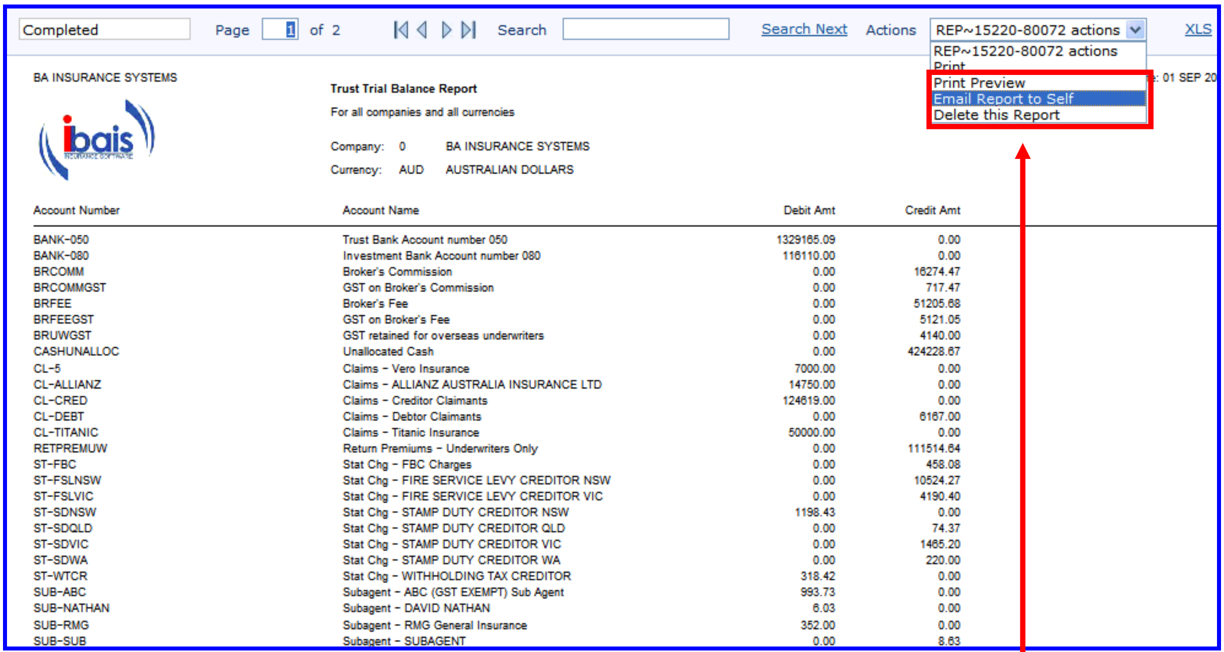
These are indicated below.



Please Note: **Cabinets and Drawers may be set up with restricted access. This provides security for reporting.**

Reports in report cabinets can be printed or emailed. From the main Cabinet screen you can select to print or email one or more reports as shown above.

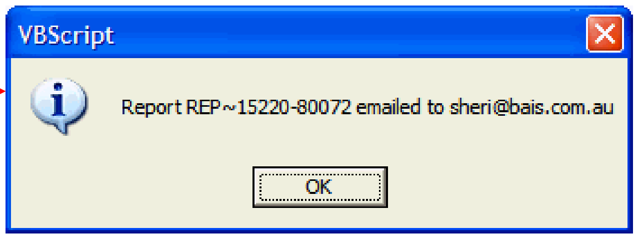
From within the Report Preview screen you can also email a report to yourself as shown below:



Account Number	Account Name	Debit Amt	Credit Amt
BANK-050	Trust Bank Account number 050	1329165.09	0.00
BANK-080	Investment Bank Account number 080	116110.00	0.00
BRCOMM	Broker's Commission	0.00	16274.47
BRCOMMGST	GST on Broker's Commission	0.00	717.47
BRFEE	Broker's Fee	0.00	51205.68
BRFEEGST	GST on Broker's Fee	0.00	5121.05
BRUWGST	GST retained for overseas underwriters	0.00	4140.00
CASHUNALLOC	Unallocated Cash	0.00	424228.67
CL-5	Claims - Vero Insurance	7000.00	0.00
CL-ALLIANZ	Claims - ALLIANZ AUSTRALIA INSURANCE LTD	14750.00	0.00
CL-CRED	Claims - Creditor Claimants	124619.00	0.00
CL-DEBT	Claims - Debtor Claimants	0.00	6167.00
CL-TITANIC	Claims - Titanic Insurance	50000.00	0.00
RETPREMUW	Return Premiums - Underwriters Only	0.00	111514.64
ST-FBC	Stat Chg - FBC Charges	0.00	458.08
ST-FSLNSW	Stat Chg - FIRE SERVICE LEVY CREDITOR NSW	0.00	10524.27
ST-FSLVIC	Stat Chg - FIRE SERVICE LEVY CREDITOR VIC	0.00	4190.40
ST-SDNSW	Stat Chg - STAMP DUTY CREDITOR NSW	1198.43	0.00
ST-SDQLD	Stat Chg - STAMP DUTY CREDITOR QLD	0.00	74.37
ST-SDVIC	Stat Chg - STAMP DUTY CREDITOR VIC	0.00	1465.20
ST-SDWA	Stat Chg - STAMP DUTY CREDITOR WA	0.00	220.00
ST-WTCR	Stat Chg - WITHHOLDING TAX CREDITOR	318.42	0.00
SUB-ABC	Subagent - ABC (GST EXEMPT) Sub Agent	993.73	0.00
SUB-NATHAN	Subagent - DAVID NATHAN	6.03	0.00
SUB-RMG	Subagent - RMG General Insurance	352.00	0.00
SUB-SUB	Subagent - SUBAGENT	0.00	8.63

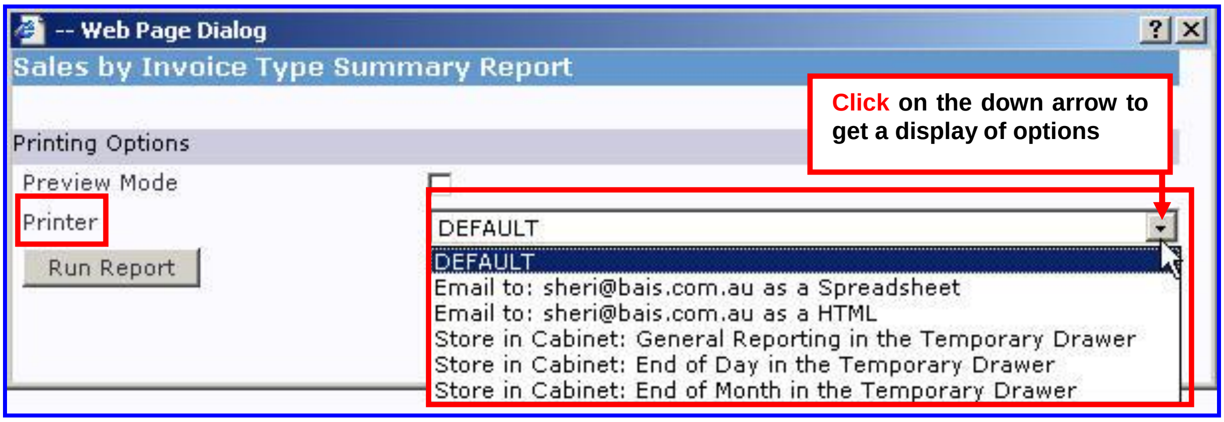
Use the Actions drop down menu to select Email Report to Self.

A confirmation box is displayed as shown.

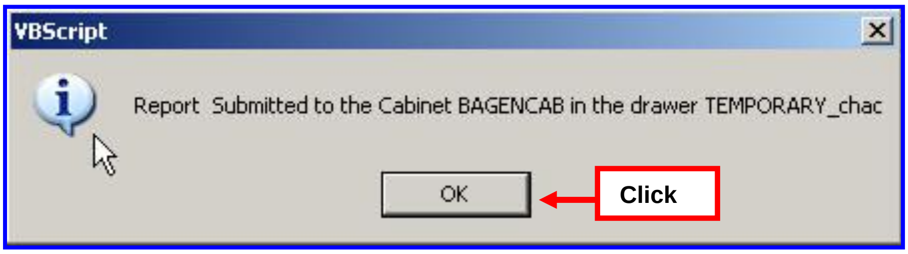


Running Reports to Report Cabinets

Every report that is run can be **stored** into a cabinet. As shown in the following example:



Click to select where you want to store the report. **Click Run Report** and the following message will appear.



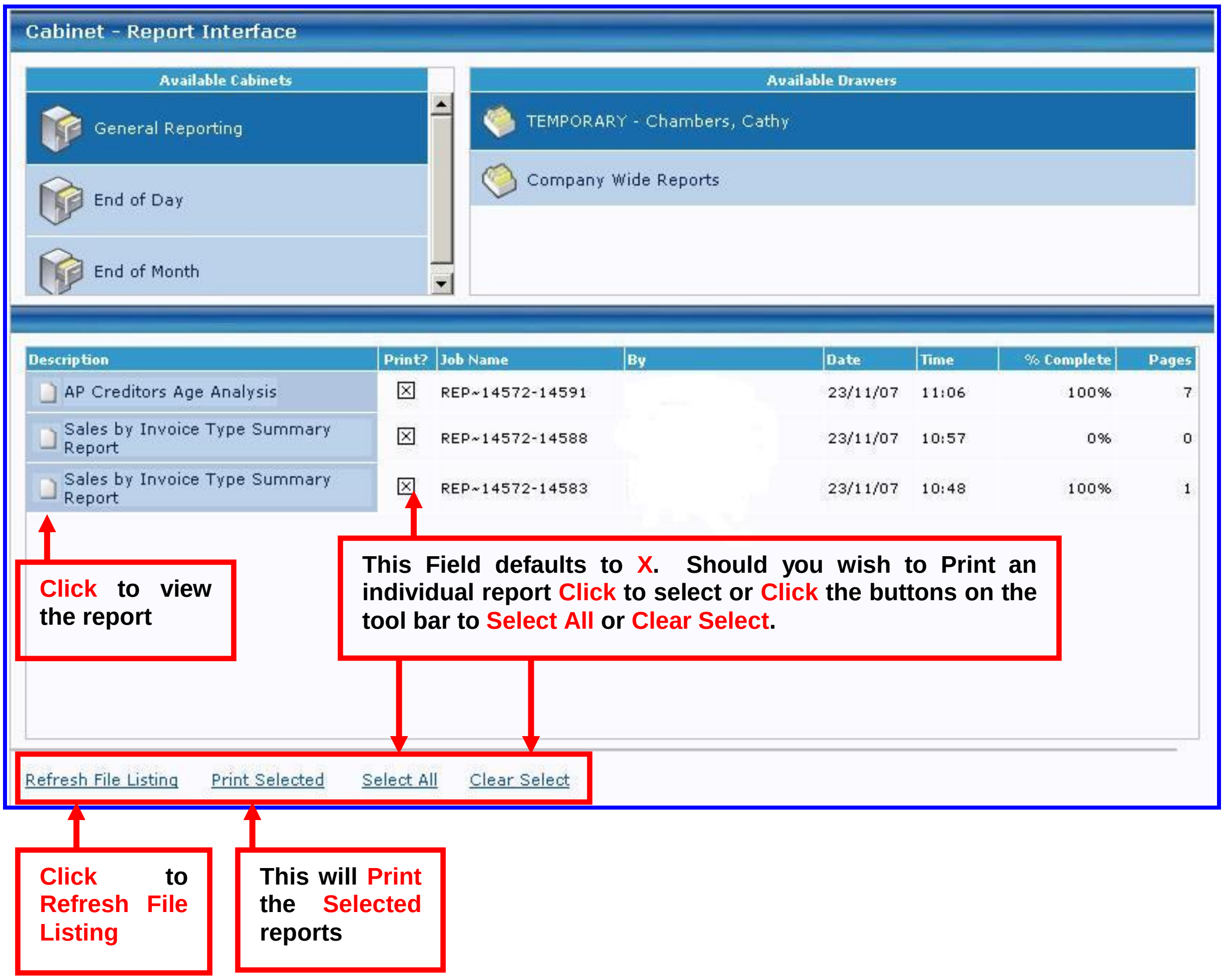
The report will then be placed in the selected Cabinet as a **Temporary File** as shown in **Viewing the Reports in the Report Cabinets**.

Once the function is complete you may exit.

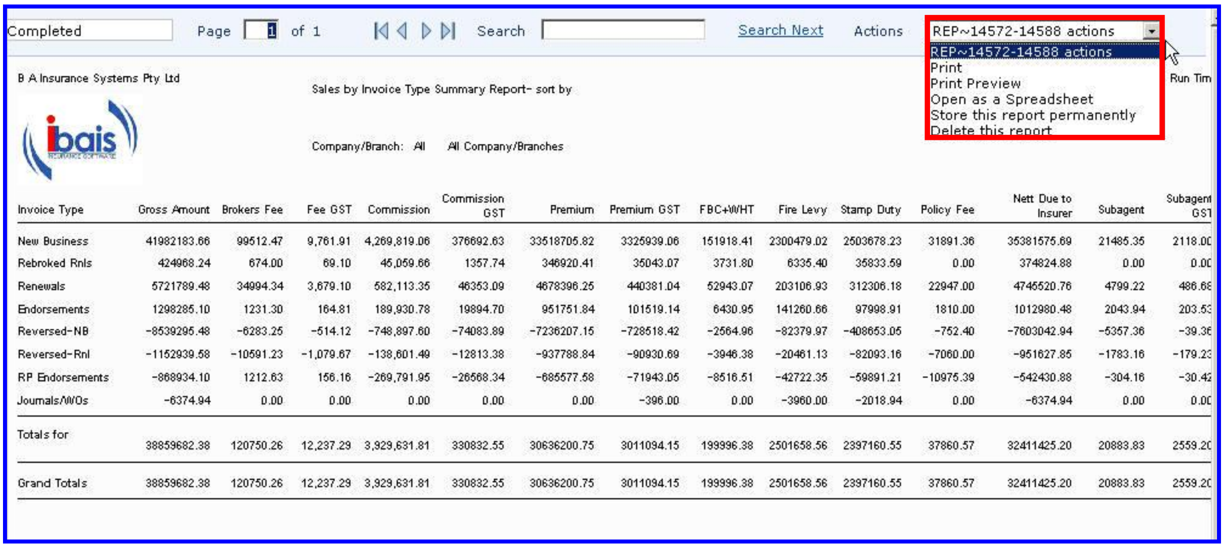
Please Note: **A temporary drawer may only be accessed by the user that owns the drawer.**

Viewing the Reports in the Report Cabinets

Go into the Report Cabinets and the reports will now be displayed as follows



Once you have selected the Report to view, you will go into the following print preview screen:



Completed Page 1 of 1 Search Search Next Actions REP~14572-14588 actions

REP~14572-14588 actions
Print
Print Preview
Open as a Spreadsheet
Store this report permanently
Delete this report

B A Insurance Systems Pty Ltd

Run Tim

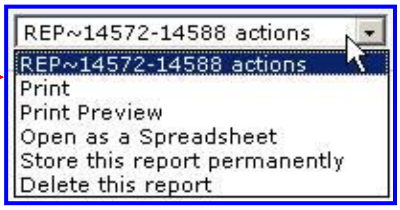
Sales by Invoice Type Summary Report- sort by

Company/Branch: All All Company/Branches

Invoice Type	Gross Amount	Brokers Fee	Fee GST	Commission	Commission GST	Premium	Premium GST	FBC+WHT	Fire Levy	Stamp Duty	Policy Fee	Nett Due to Insurer	Subagent	Subagent GST
New Business	41982183.66	99512.47	9,761.91	4,269,819.06	376692.63	33518705.82	3325939.06	151918.41	2300479.02	2503678.23	31891.36	35381575.69	21485.35	2118.00
Rebroked Rnls	424968.24	674.00	69.10	45,059.66	1357.74	346920.41	35043.07	3731.80	6335.40	35833.59	0.00	374824.88	0.00	0.00
Renewals	5721789.48	34994.34	3,679.10	582,113.35	46353.09	4678396.25	440381.04	52943.07	203106.93	312306.18	22947.00	4745520.76	4799.22	486.68
Endorsements	1298285.10	1231.30	164.81	189,930.78	19894.70	951751.84	101519.14	6430.95	141260.66	97998.91	1810.00	1012980.48	2043.94	203.53
Reversed-NB	-8539295.48	-6283.25	-514.12	-748,897.60	-74083.89	-7236207.15	-728518.42	-2564.96	-82379.97	-408653.05	-752.40	-7603042.94	-5357.36	-39.36
Reversed-Rnl	-1152939.58	-10591.23	-1,079.67	-138,601.49	-12813.38	-937788.84	-90930.69	-3946.38	-20461.13	-82093.16	-7060.00	-951627.85	-1783.16	-179.23
RP Endorsements	-868934.10	1212.63	156.16	-269,791.95	-26568.34	-685577.58	-71943.05	-8516.51	-42722.35	-59891.21	-10975.39	-542430.88	-304.16	-30.42
Journals/WOs	-6374.94	0.00	0.00	0.00	0.00	0.00	-396.00	0.00	-3960.00	-2018.94	0.00	-6374.94	0.00	0.00
Totals for	38859682.38	120750.26	12,237.29	3,929,631.81	330832.55	30636200.75	3011094.15	199996.38	2501658.56	2397160.55	37860.57	32411425.20	20883.83	2559.20
Grand Totals	38859682.38	120750.26	12,237.29	3,929,631.81	330832.55	30636200.75	3011094.15	199996.38	2501658.56	2397160.55	37860.57	32411425.20	20883.83	2559.20

Click on the **Actions** drop down menu to display the options. You will note the report job name defaults. **Click** to select the function you wish to perform.

As a Spreadsheet you are able to rearrange the data.

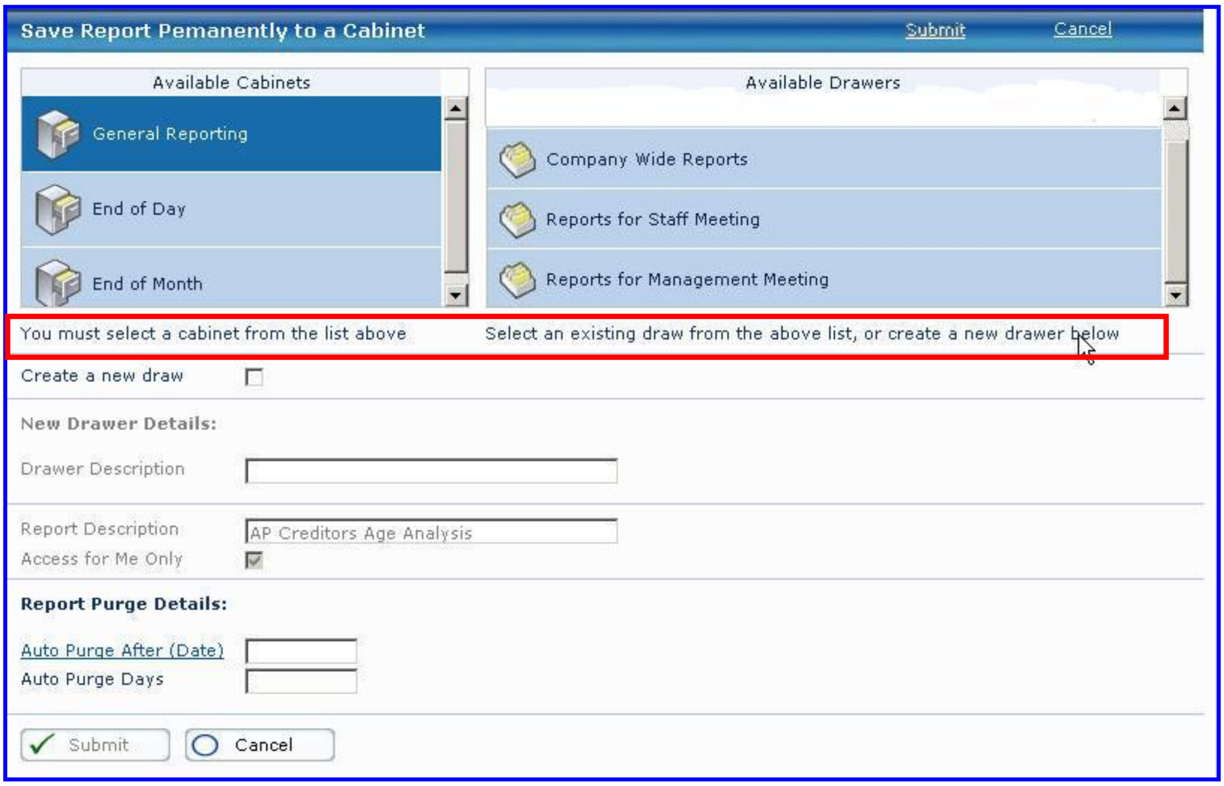


This will allow you to Store this report permanently.

Please Note: The report may be deleted from the temporary file.

Saving Reports to a Cabinet

If you select to **"Store this report permanently**" the following screen is displayed



You **must select** a cabinet in which to save the report. Once cabinet is selected, a **list of drawers** is displayed as above. **Select** the drawer you wish to place the report in. If you don't have a drawer within the cabinet one must be set up.

How to create a new drawer

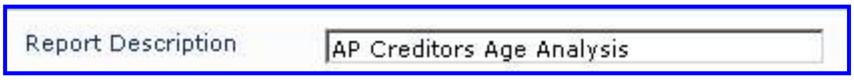
At the **Create a new draw** option, **Click** to indicate you wish to create a new drawer.

This will then enable the **New Drawer Details** field

Enter the **description or name** of the drawer. Ensure the description is meaningful and is what drawer is intended for.

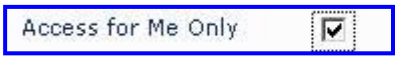
Complete the following steps to store the report.

The **Report Description** field will now be enabled

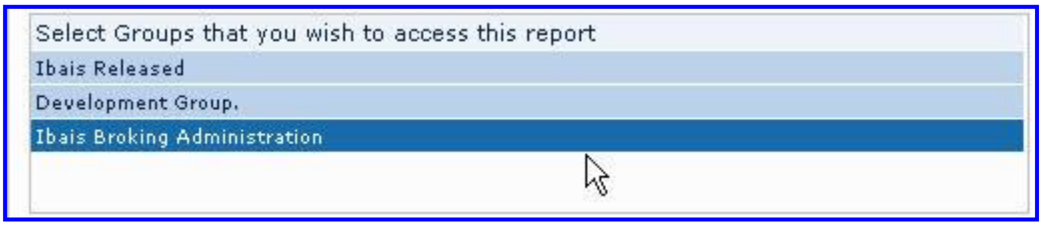


Click to enter a report description. Ensure that it will make it easy to identify the report at a later date. i.e. Creditors Age Analysis October 2007

The next step is to complete the **Access for Me Only** field



If the field remains at the default, which is as ticked, only you may access the report and drawer. To assign access to other users **Click** to remove the tick and the following will appear.



Click on the selected group you want to give access to.

Please Note: **This will vary in each office according to the access groups that you have set up.**

You will then be required to set up the **Report Purge Details**.

The report will purge from the cabinet after the date or number of days set. **Click** on the field and input the data.

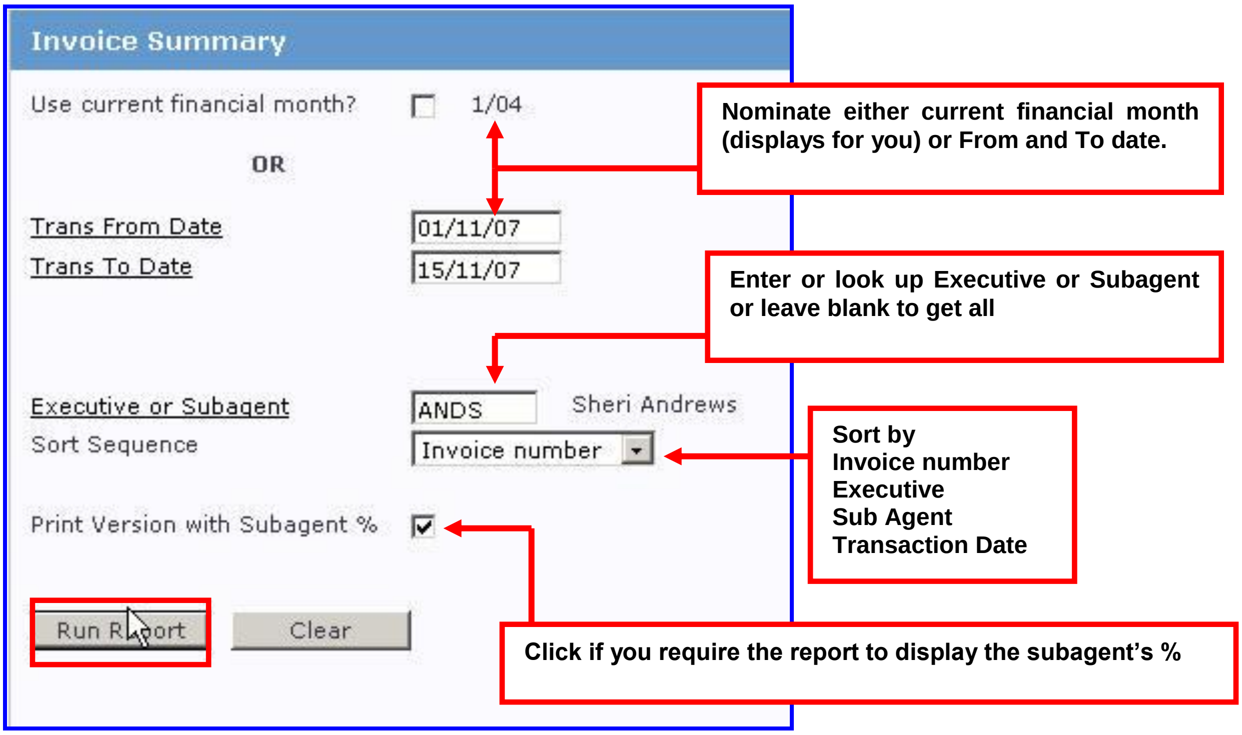
Once you have completed the fields you may:

If you **Click** on **Submit** the report will be saved into the nominated drawer and cabinet.

Broking Reports

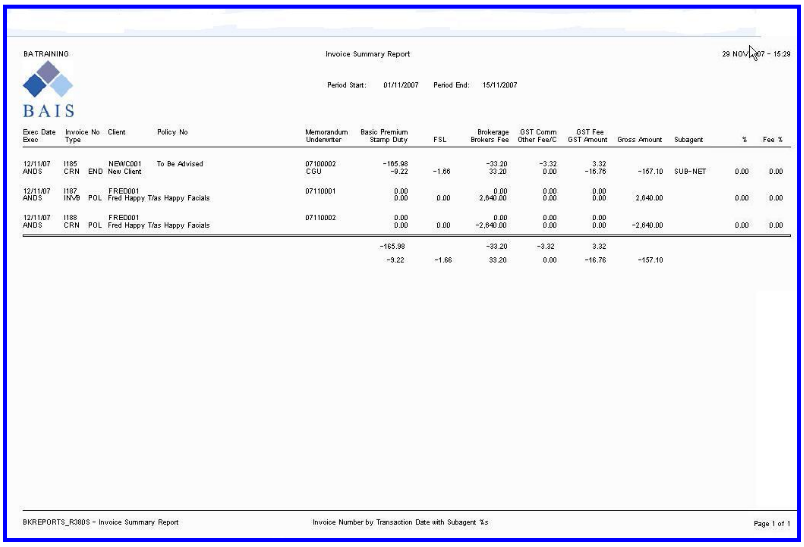
Invoice Summary Report

This report lists **all invoices processed** for a financial period or a selected date range.



When you have selected your sort criteria **Click Run Report** to print the report

A sample of the **Invoice Summary Report** is reproduced below



BA TRAINING | Invoice Summary Report | 29 NOV 07 - 15:29

BAIS

Period Start: 01/11/2007 Period End: 15/11/2007

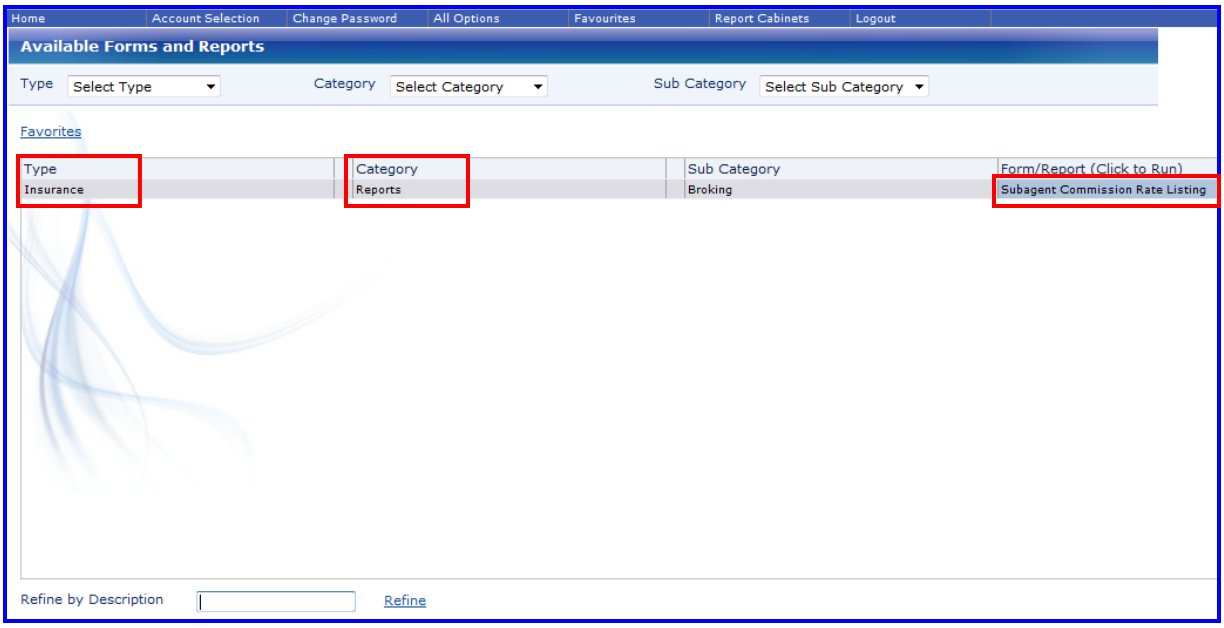
Exec Date Exec	Invoice No Type		Client	Policy No	Memorandum Underwriter	Basic Premium Stamp Duty	FSL	Brokerage Brokers Fee	GST Comm Other Fee/C	GST Fee GST Amount	Gross Amount	Subagent	%	Fee %
12/11/07 ANDS	I185 CRN	END	NEWC001 New Client	To Be Advised	07100002 CGU	-165.98 -9.22	-1.66	-33.20 33.20	-3.32 0.00	3.32 -16.76	-157.10	SUB-NET	0.00	0.00
12/11/07 ANDS	I187 INVB	POL	FRED001 Fred Happy T/as Happy Facials		07110001	0.00 0.00	0.00	0.00 2,640.00	0.00 0.00	0.00 0.00	2,640.00		0.00	0.00
12/11/07 ANDS	I188 CRN	POL	FRED001 Fred Happy T/as Happy Facials		07110002	0.00 0.00	0.00	0.00 -2,640.00	0.00 0.00	0.00 0.00	-2,640.00		0.00	0.00
						-165.98 -9.22	-1.66	-33.20 33.20	-3.32 0.00	3.32 -16.76	-157.10			

BKREPORTS_R380S - Invoice Summary Report | Invoice Number by Transaction Date with Subagent %s | Page 1 of 1

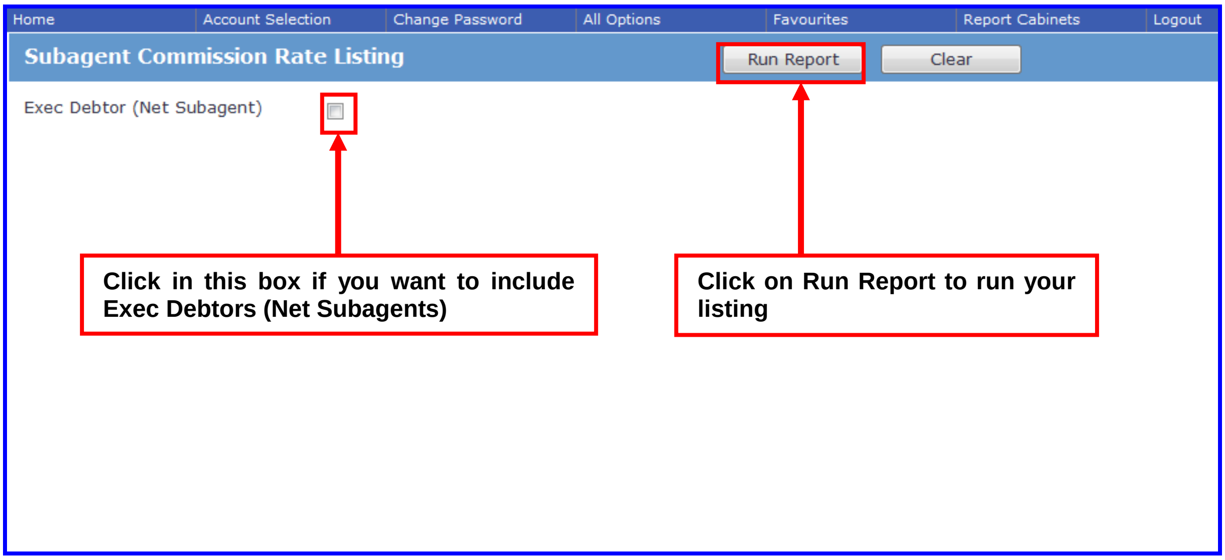
Subagent Commission Rate Listing

This report produces a Subagent Commission Rate listing.

This report can be accessed by selecting Type = **Insurance**, then Category = **Reports**, then Sub Category = Broking, then selecting **Subagent Commission Rate Listing** as shown below:

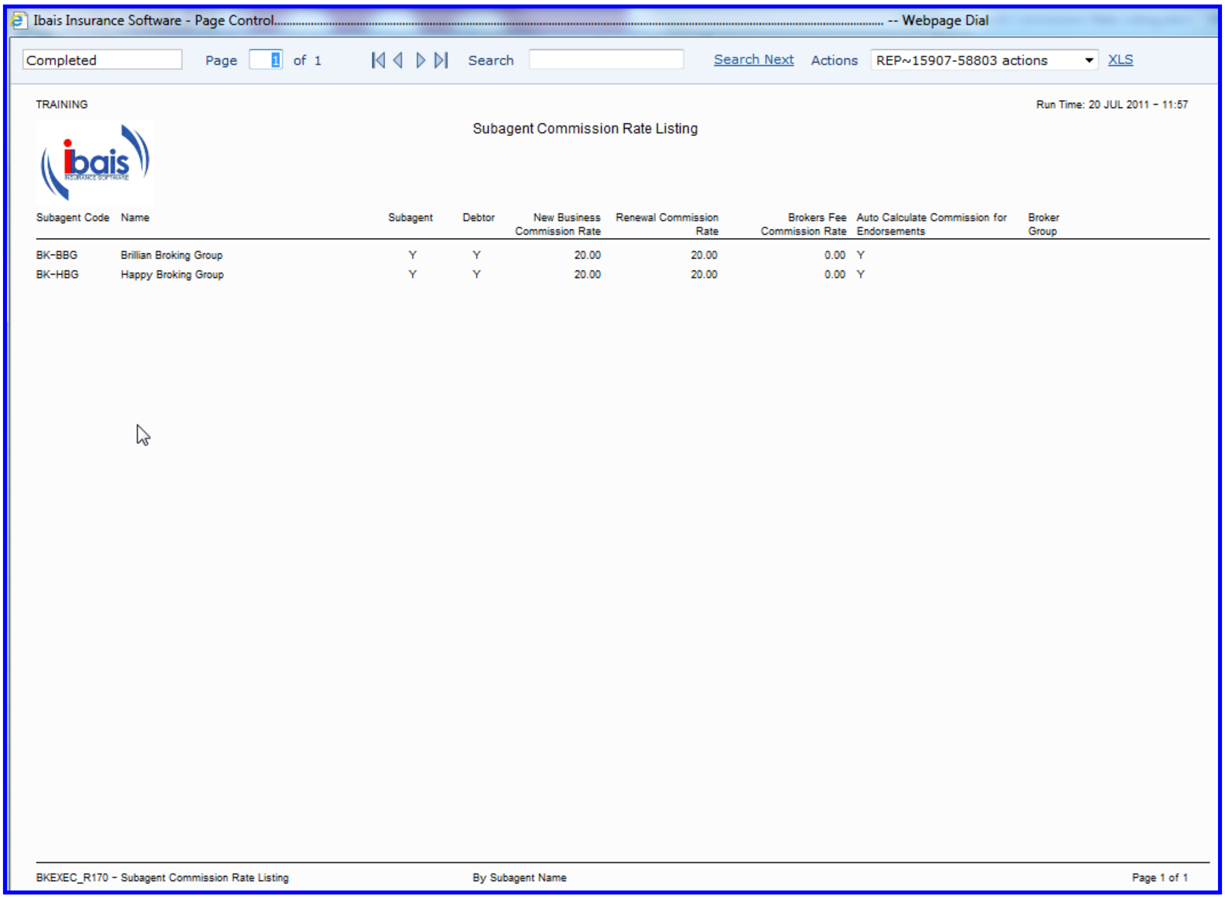


The report allows you to list all the **Subagent Commissions**. There is only one option – whether or not you want to include Exec Debtors (Net Subagents).



When you Run the Report, you can print as a Preview or to your printer.

Example of the report – without Exec Debtors: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Completed Page 1 of 1 Search Search Next Actions REP~15907-58803 actions XLS

TRAINING

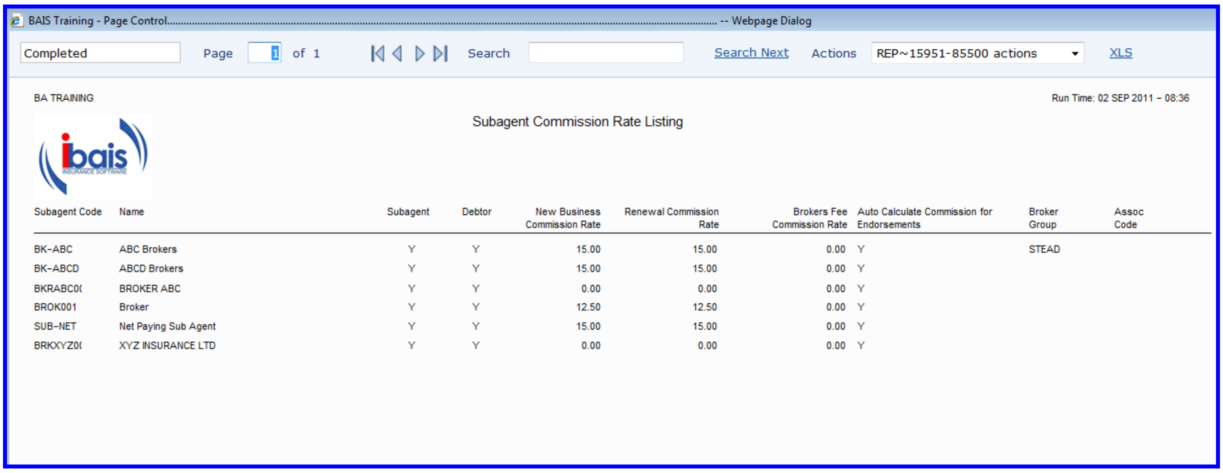
Run Time: 20 JUL 2011 - 11:57

Subagent Commission Rate Listing

Subagent Code	Name	Subagent	Debtor	New Business Commission Rate	Renewal Commission Rate	Brokers Fee Commission Rate	Auto Calculate Commission for Endorsements	Broker Group
BK-BBG	Brillian Broking Group	Y	Y	20.00	20.00	0.00	Y	
BK-HBG	Happy Broking Group	Y	Y	20.00	20.00	0.00	Y	

BKEXEC_R170 - Subagent Commission Rate Listing By Subagent Name Page 1 of 1

Example of report with Exec Debtor (Net Subagent) selected:


BAIS Training - Page Control -- Webpage Dialog

Completed Page 1 of 1 Search Search Next Actions REP~15951-85500 actions XLS

BA TRAINING

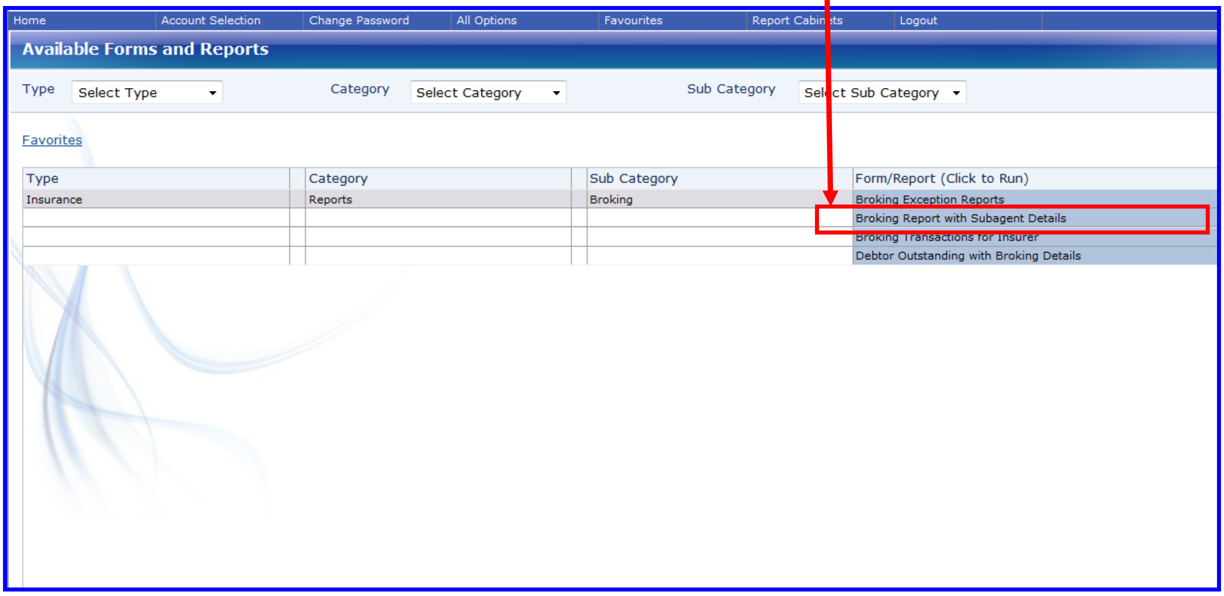
Run Time: 02 SEP 2011 - 08:36

Subagent Commission Rate Listing

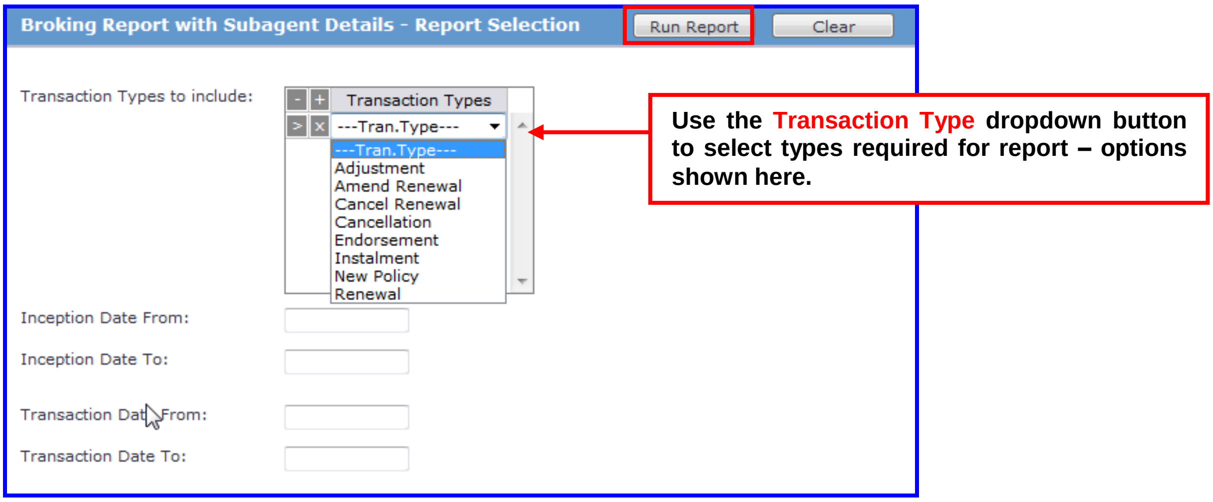
Subagent Code	Name	Subagent	Debtor	New Business Commission Rate	Renewal Commission Rate	Brokers Fee Commission Rate	Auto Calculate Commission for Endorsements	Broker Group	Assoc Code
BK-ABC	ABC Brokers	Y	Y	15.00	15.00	0.00	Y	STEAD	
BK-ABCD	ABCD Brokers	Y	Y	15.00	15.00	0.00	Y		
BKRABC0(	BROKER ABC	Y	Y	0.00	0.00	0.00	Y		
BROK001	Broker	Y	Y	12.50	12.50	0.00	Y		
SUB-NET	Net Paying Sub Agent	Y	Y	15.00	15.00	0.00	Y		
BRKXYZ0(	XYZ INSURANCE LTD	Y	Y	0.00	0.00	0.00	Y		

Broking Report with Subagent Details Selection Report

This report produces a list of broking transactions with subagent details. This report can be accessed by selecting Type = **Insurance**, then Category = **Reports**, then Sub Category = **Broking**, then clicking on **Broking Report with Subagent Details Selection** as shown below:



Once in the report screen, you can select a specific or multiple **Transaction Types** (or leave as default for All), set an **Inception Date From** and/or **Inception Date To** or a range and/or a **Transaction Date From** and/or **Transaction Date To** or a range as required. This shown on following screen:



Once you have selected your report criteria, click on **Run Report**. The report produces the information in Memo Number ascending order. The following is a sample snapshot of this report run in detail (as opposed to **Summary Only** option which is also available):

BAIS Training - Page Control.. -- Webpage Dialog

Completed | Page 7 of 17 | Search | Search Next | Actions | REP~15907-58794 actions | XLS

BA TRAINING

Run Time: 20 JUL 2011 – 11:49

Broking Transactions Report with Subagent Details

Include all Transaction Types

Includes all Inception Dates

Includes all Transaction Dates

BAIS

Insured Name	Insured Code	Debtor Code	Debtor Name	Inception Date	Expiry Date	Invoice Number	Memo No	Policy No	Base Premium	Executive Code	Executive Name	Class	Type	Tran Date	Gross Premium	Commissio	Fee	Subagent Commissio
Ken Smith T/as Smith Electrics	SMITH–K	SMITH–K	Ken Smith T/as Smith Electrics	10/04/08	10/10/08	I135	07090016	askdjasdhashd	50.00	TRAIN1	Tom Trainee	PBI	END	25/09/07	97.45	10.00	25.00	0.00
Ken Smith T/as Smith Electrics	SMITH–K	SMITH–K	Ken Smith T/as Smith Electrics	10/10/07	10/10/08	I136	07090016	askdjasdhashd	−150.00	TRAIN1	Tom Trainee	PBI	CAN	25/09/07	−349.34	−30.00	−125.00	0.00
New Client	NEWC001	NEWC001	New Client	01/10/07	01/10/08	I260	07100001	To Be Advised	1,125.00	ANDS	Sheri Andrews	COM	INS	04/12/07	1,237.50	225.00	0.00	0.00
New Client	NEWC001	NEWC001	New Client	01/10/07	01/10/08	I261	07100001	To Be Advised	1,125.00	ANDS	Sheri Andrews	COM	INS	04/03/08	1,237.50	225.00	0.00	0.00
New Client	NEWC001	NEWC001	New Client	01/10/07	01/10/08	I139	07100001	To Be Advised	1,125.00	ANDS	Sheri Andrews	COM	POL	02/10/07	1,683.00	225.00	0.00	135.00
New Client	NEWC001	NEWC001	New Client	01/11/07	01/10/08	I140	07100001	To Be Advised	1,098.36	ANDS	Sheri Andrews	COM	END	02/10/07	1,316.93	219.67	0.00	32.95
New Client	NEWC001	NEWC001	New Client	01/10/07	01/10/08	I141	07100001	123456	2,500.00	ANDS	Sheri Andrews	COM	END	02/10/07	2,997.50	500.00	0.00	75.00
New Client	NEWC001	NEWC001	New Client	01/10/07	01/10/08	I344	07100001	To Be Advised	1,125.00	ANDS	Sheri Andrews	COM	INS	03/06/08	1,237.50	225.00	0.00	0.00
New Client	NEWC001	SUB–NET	Net Paying Sub Agent	01/10/07	01/10/08	I142	07100002	To Be Advised	937.50	ANDS	Sheri Andrews	CMV	POL	03/10/07	1,148.65	187.50	50.00	31.25
New Client	NEWC001	SUB–NET	Net Paying Sub Agent	01/10/07	01/10/08	I143	07100002	To Be Advised	−937.50	ANDS	Sheri Andrews	CMV	CAN	03/10/07	−1,148.65	−187.50	−50.00	−31.25
New Client	NEWC001	SUB–NET	Net Paying Sub Agent	01/10/07	01/10/08	I144	07100002	To Be Advised	937.50	ANDS	Sheri Andrews	CMV	REN	03/10/07	1,258.65	187.50	150.00	28.13
New Client	NEWC001	SUB–NET	Net Paying Sub Agent	12/11/07	01/10/08	I185	07100002	To Be Advised	−165.98	ANDS	Sheri Andrews	CMV	END	12/11/07	−157.10	−33.20	33.20	0.00
Ben Goudie–Park	BENG001	BENG001	Ben Goudie–Park	02/10/07	02/10/08	I147	07100003	To Be Advised	490.00	ANDS	Sheri Andrews	FMV	POL	03/10/07	565.95	49.00	0.00	0.00
Ben Goudie–Park	BENG001	BENG001	Ben Goudie–Park	10/10/07	10/10/08	I149	07100004	To Be Advised	1,000.00	ANDS	Sheri Andrews	FHH	POL	03/10/07	1,265.00	0.00	150.00	0.00
Melissa Goudie	MELI001	MELI001	Melissa Goudie	03/10/07	03/10/08	I150	07100005	To Be Advised	500.00	ANDS	Sheri Andrews	CPM	POL	03/10/07	577.50	125.00	0.00	0.00
Melissa Goudie	MELI001	MELI001	Melissa Goudie	03/04/08	03/10/08	I151	07100005	To Be Advised	220.00	ANDS	Sheri Andrews	CPM	END	03/10/07	254.10	55.00	0.00	0.00
Melissa Goudie	MELI001	MELI001	Melissa Goudie	01/01/08	03/10/08	I152	07100005	To Be Advised	377.05	ANDS	Sheri Andrews	CPM	END	03/10/07	435.50	94.26	0.00	0.00
Melissa Goudie–Park	MELI002	MELI002	Melissa Goudie–Park	03/10/07	03/10/08	I153	07100006	To Be Advised	1,000.00	ANDS	Sheri Andrews	HHQ	POL	03/10/07	1,182.50	200.00	0.00	0.00
Melissa Goudie–Park	MELI002	MELI002	Melissa Goudie–Park	03/04/08	03/10/08	I154	07100006	To Be Advised	125.00	ANDS	Sheri Andrews	HHQ	END	03/10/07	147.81	25.00	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I155	07100007	To Be Advised	1,000.00	ANDS	Sheri Andrews	CMP	POL	04/10/07	1,155.00	100.00	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I156	07100007	To Be Advised	−1,000.00	ANDS	Sheri Andrews	CMP	CAN	04/10/07	−1,155.00	−100.00	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I262	07100008	To Be Advised	83.33	ANDS	Sheri Andrews	CMP	INS	06/10/07	91.66	8.33	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I263	07100008	To Be Advised	83.33	ANDS	Sheri Andrews	CMP	INS	05/11/07	91.66	8.33	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I264	07100008	To Be Advised	83.33	ANDS	Sheri Andrews	CMP	INS	06/12/07	91.66	8.33	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I265	07100008	To Be Advised	83.33	ANDS	Sheri Andrews	CMP	INS	06/01/08	91.66	8.33	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I266	07100008	To Be Advised	83.33	ANDS	Sheri Andrews	CMP	INS	04/02/08	91.66	8.33	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I267	07100008	To Be Advised	83.33	ANDS	Sheri Andrews	CMP	INS	06/03/08	91.66	8.33	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I157	07100008	To Be Advised	83.33	ANDS	Sheri Andrews	CMP	POL	04/10/07	146.66	8.33	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/12/07	03/10/08	I158	07100008	To Be Advised	416.67	ANDS	Sheri Andrews	CMP	END	04/10/07	481.26	41.67	0.00	0.00
Installment Based Client	INST001	INST001	Installment Based Client	03/10/07	03/10/08	I329	07100008	To Be Advised	83.33	ANDS	Sheri Andrews	CMP	INS	05/04/08	91.66	8.33	0.00	0.00

BKTRANS_R320 – Broking Report with Subagent Details   Sorted by Memo   Page 7 of 17

Key Reports

Following is a listing of the Key Reports. A brief description of each report is provided for your reference.

Sales by Invoice Type –

This report gives a list of transactions **invoiced** (whether paid or not). It shows each transaction type in detail or summary.

Earned Amounts by Invoice Type –

This report gives a list of transactions that have been **allocated**. It shows each transaction type in detail or summary.

Renewal Report with Text Schedule –

This is a renewal report specifically designed for Text schedule users. Please refer to the separate section in this chapter on Renewal Reports for additional details and instructions.

Portfolio Analysis –

This report analyses your current portfolio by Policy Class showing the premiums and commissions for each class.

Monthly Sales by Client –

This report is similar to the Sales By Invoice Type, but is sorted by Client. It shows the premiums and commissions processed for each client within the period selected.

Cancellation Report –

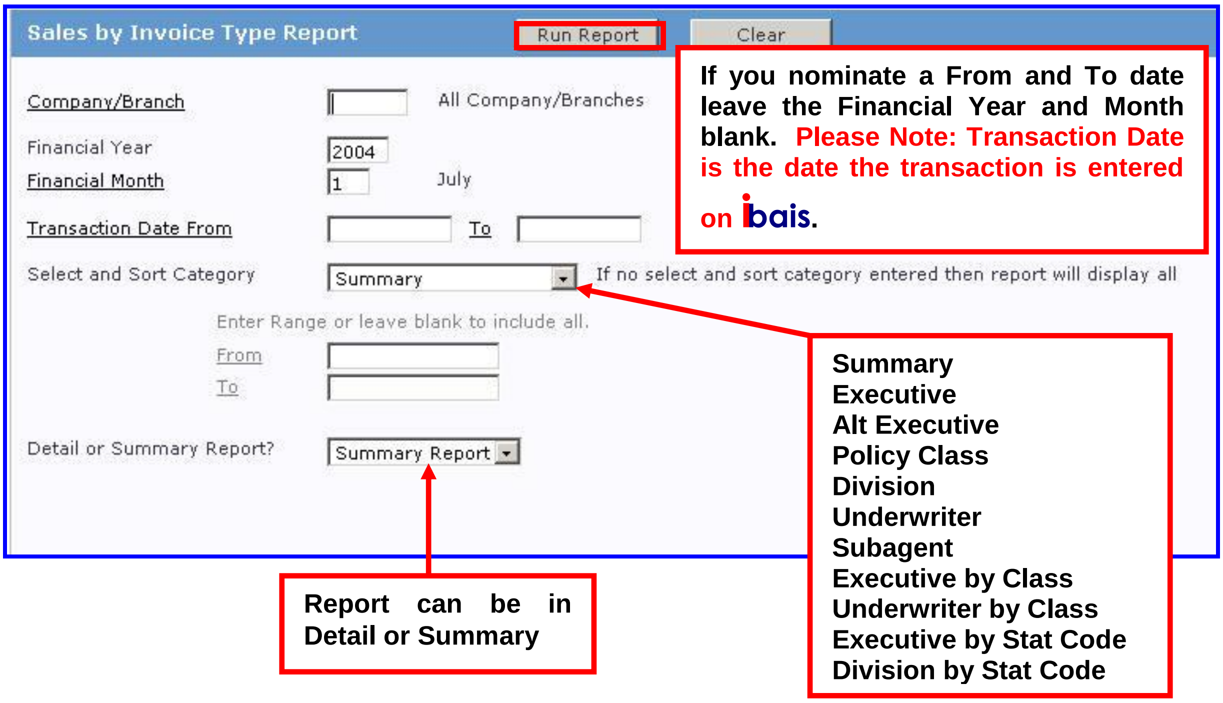
This report allows you to analyse business lost.

Click to run **Key Reports** and the following screen will open.

Each of the reports can be selected from the left hand side. **Click** to select the report you want.

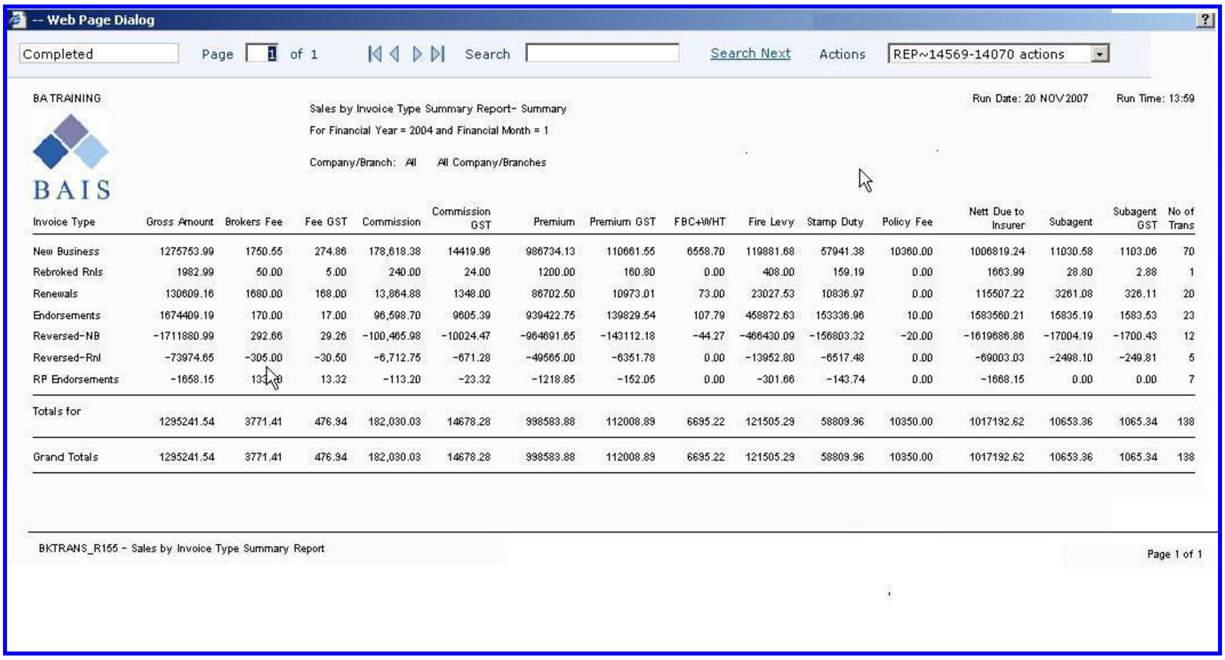
Sales by Invoice Type

This report gives a list of transactions invoiced (whether paid or not). It shows each transaction type in detail or summary.



Once you have input your selection criteria on which you wish the report to be based, **Click Run Report.**

A sample of the **Sales by Invoice Type Report** in summary is reproduced below:



-- Web Page Dialog

Completed Page 1 of 1 Search Search Next Actions REP~14569-14070 actions

BA TRAINING

BAIS

Sales by Invoice Type Summary Report- Summary

For Financial Year = 2004 and Financial Month = 1

Company/Branch: All All Company/Branches

Run Date: 20 NOV 2007 Run Time: 13:59

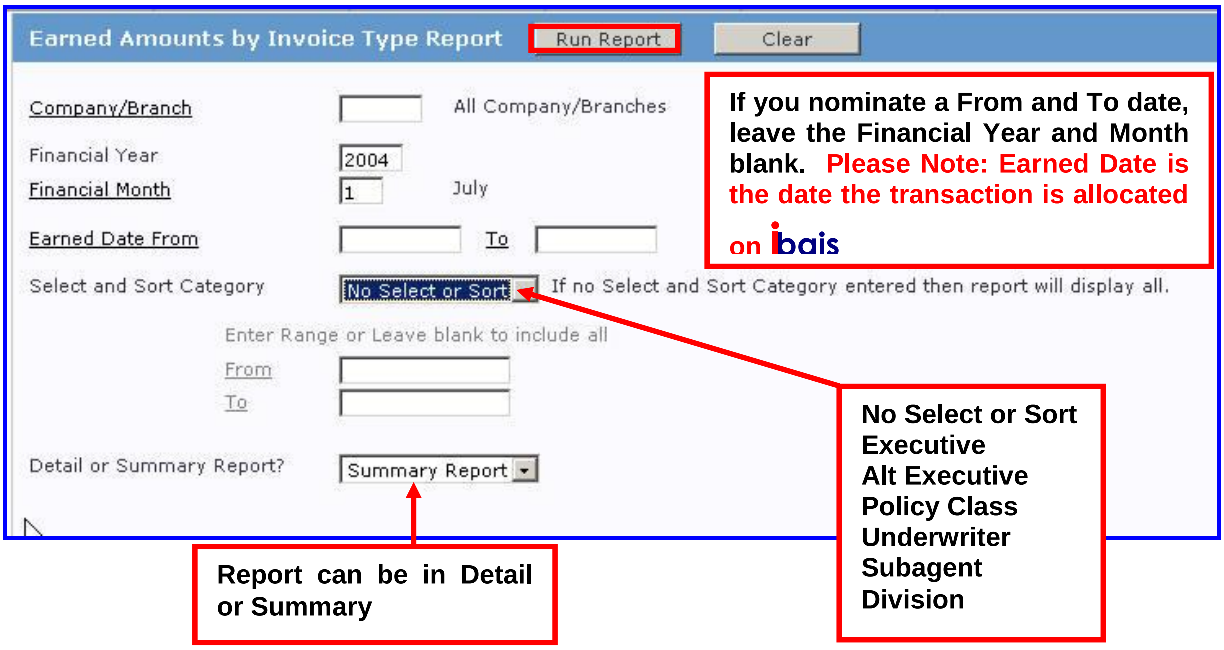
Invoice Type	Gross Amount	Brokers Fee	Fee GST	Commission	Commission GST	Premium	Premium GST	FBC+WHT	Fire Levy	Stamp Duty	Policy Fee	Nett Due to Insurer	Subagent	Subagent GST	No of Trans
New Business	1275753.99	1750.55	274.86	178,618.38	14419.96	986734.13	110661.55	6558.70	119881.68	57941.38	10360.00	1006819.24	11030.58	1103.06	70
Rebroked Rnls	1982.99	50.00	5.00	240.00	24.00	1200.00	160.80	0.00	408.00	159.19	0.00	1663.99	28.80	2.88	1
Renewals	130609.16	1680.00	168.00	13,864.88	1348.00	86702.50	10973.01	73.00	23027.53	10836.97	0.00	115507.22	3261.08	326.11	20
Endorsements	1674409.19	170.00	17.00	96,598.70	9605.39	939422.75	139829.54	107.79	458872.63	153336.96	10.00	1583560.21	15835.19	1583.53	23
Reversed-NB	-1711880.99	292.66	29.26	-100,465.98	-10024.47	-964691.65	-143112.18	-44.27	-466430.09	-156803.32	-20.00	-1619686.86	-17004.19	-1700.43	12
Reversed-Rnl	-73974.65	-305.00	-30.50	-6,712.75	-671.28	-49565.00	-6351.78	0.00	-13952.80	-6517.48	0.00	-69003.03	-2498.10	-249.81	5
RP Endorsements	-1658.15	133.[illegible]	13.32	-113.20	-23.32	-1218.85	-152.05	0.00	-301.66	-143.74	0.00	-1668.15	0.00	0.00	7
Totals for	1295241.54	3771.41	476.94	182,030.03	14678.28	998583.88	112008.89	6695.22	121505.29	58809.96	10350.00	1017192.62	10653.36	1065.34	138
Grand Totals	1295241.54	3771.41	476.94	182,030.03	14678.28	998583.88	112008.89	6695.22	121505.29	58809.96	10350.00	1017192.62	10653.36	1065.34	138

BKTRANS_R155 - Sales by Invoice Type Summary Report

Page 1 of 1

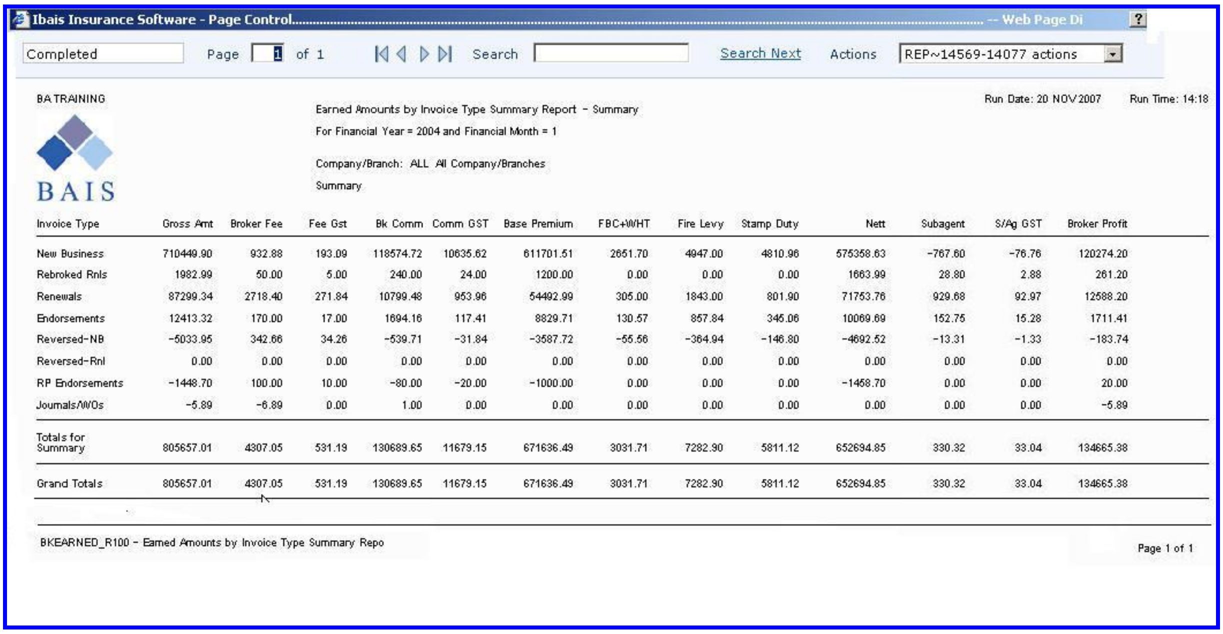
Earned Amounts by Invoice Type

This report gives a list of transactions that have been **allocated**. It shows each transaction type in detail or summary.



Once you have input your selection criteria on which you wish the report to be based, **Click Run Report**.

A sample of the **Earned Amounts by Invoice Type Report** in summary is reproduced below:


Ibais Insurance Software - Page Control

Completed Page 1 of 1 Search Search Next Actions REP~14569-14077 actions

BA TRAINING

Earned Amounts by Invoice Type Summary Report - Summary

For Financial Year = 2004 and Financial Month = 1

Company/Branch: ALL All Company/Branches

Summary

Run Date: 20 NOV 2007 Run Time: 14:18

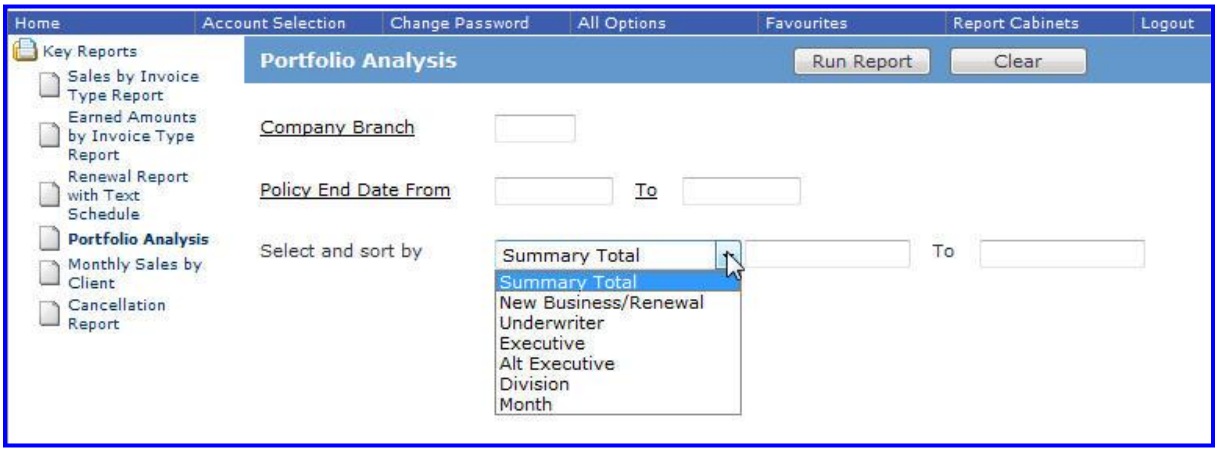
Invoice Type	Gross Amt	Broker Fee	Fee Gst	Bk Comm	Comm GST	Base Premium	FBC+WHT	Fire Levy	Stamp Duty	Nett	Subagent	S/Ag GST	Broker Profit
New Business	710449.90	932.88	193.09	118574.72	10635.62	611701.51	2651.70	4947.00	4810.96	575358.63	-767.60	-76.76	120274.20
Rebroked Rnls	1982.99	50.00	5.00	240.00	24.00	1200.00	0.00	0.00	0.00	1663.99	28.80	2.88	261.20
Renewals	87299.34	2718.40	271.84	10799.48	953.96	54492.99	305.00	1843.00	801.90	71753.76	929.68	92.97	12588.20
Endorsements	12413.32	170.00	17.00	1694.16	117.41	8829.71	130.57	857.84	345.06	10069.69	152.75	15.28	1711.41
Reversed-NB	-5033.95	342.66	34.26	-539.71	-31.84	-3587.72	-55.56	-364.94	-146.80	-4692.52	-13.31	-1.33	-183.74
Reversed-Rnl	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RP Endorsements	-1448.70	100.00	10.00	-80.00	-20.00	-1000.00	0.00	0.00	0.00	-1458.70	0.00	0.00	20.00
Journals/WOs	-5.89	-6.89	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5.89
Totals for Summary	805657.01	4307.05	531.19	130689.65	11679.15	671636.49	3031.71	7282.90	5811.12	652694.85	330.32	33.04	134665.38
Grand Totals	805657.01	4307.05	531.19	130689.65	11679.15	671636.49	3031.71	7282.90	5811.12	652694.85	330.32	33.04	134665.38

BKEARNED_R100 - Earned Amounts by Invoice Type Summary Repo

Page 1 of 1

Portfolio Analysis

This report analyses the portfolio by **Policy Class**. The selection criteria are displayed as below:



For an analysis of your entire active book of business leave the Policy End Date From and To ***BLANK.*** Inputting dates in here will limit the report to policies expiring within the date range selected.

Use the Select and Sort drop down menu to select the sort criteria. Depending on the selection made here there are two additional fields to input a range. For example if you select Executive as the Select and Sort option, then you can input the Executive code to start and stop at to limit the selection.

An example of the report follows:

Completed Page 1 of 1 Search Search Next Actions REP~15446-99407 actions XLS

BA INSURANCE SYSTEMS

Portfolio Analysis Report - Summary

For Policy End Date from 01/05/2010 to 30/04/2011

Currency: AUD AUSTRALIAN DOLLARS

Company/Branch: 0 BA INSURANCE SYSTEMS

Run Time: 15 APR 2010 - 11:24

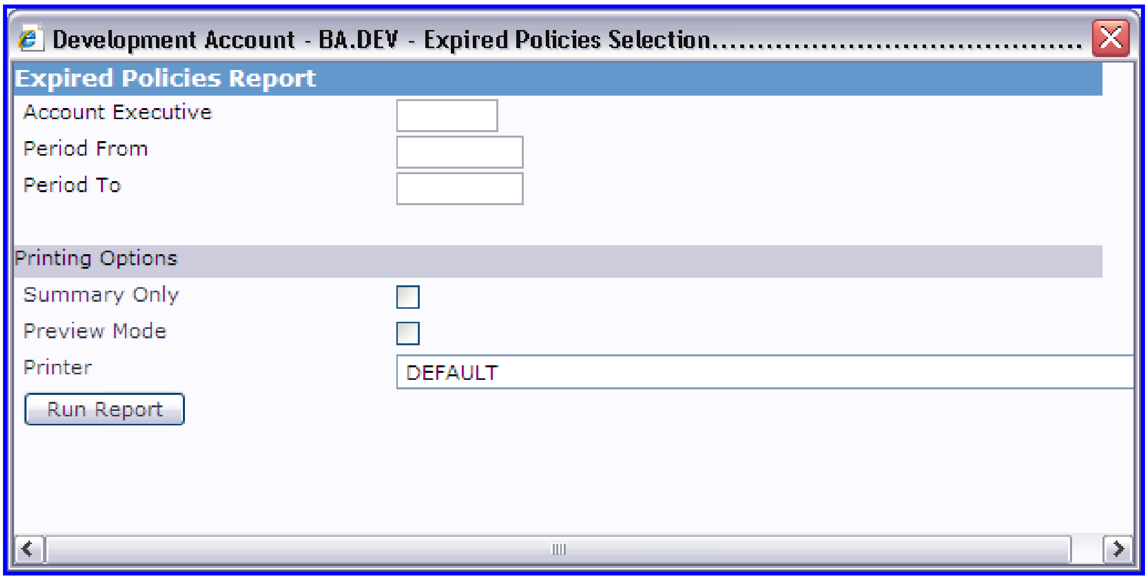
Policy Class	Gross Amount	Brokers Fee	Fee GST	Commission	Commission GST	Premium	Net Due to Insurer	Subagent	Subagent GST	Count	Bus %	Total %
Allianz Club Marine Pleasure Craft	6,635.15	100.00	10.00	766.88	76.66	5,112.17	5,721.51	64.64	6.47	7	4.03	4.03
Commercial Motor Vehicle	1,034.44	0.00	0.00	90.00	9.00	900.00	935.44	9.00	0.90	1	0.71	0.71
Commercial Package	34,927.02	0.00	0.00	4,519.03	76.90	28,620.13	24,606.09	567.50	56.75	6	22.57	22.57
Fire	7,830.32	0.00	0.00	660.00	66.00	4,400.00	7,104.32	0.00	0.00	2	3.47	3.47
General Property	12,666.61	10,000.00	1,000.00	150.00	15.00	1,000.00	934.00	0.00	0.00	3	0.79	0.79
Householders	9,223.48	0.00	0.00	1,274.27	127.43	6,371.35	7,830.87	50.01	0.00	3	5.02	5.02
Householders Accidental Damage	1,155.00	50.00	5.00	150.40	0.00	752.00	575.28	42.09	4.21	1	0.59	0.59
Travel (Sunrise)	1,054.53	150.00	15.00	16.10	1.61	805.00	871.82	0.49	0.05	3	0.63	0.63
Public/Products Liability	3,196.53	0.00	0.00	399.90	39.99	2,666.00	2,593.25	0.00	0.00	4	2.10	2.10
QBE Test Home	4,107.53	300.00	30.00	396.66	39.67	2,644.50	2,528.00	0.00	0.00	3	2.09	2.09
QBEMM Motor Pack	4,824.99	0.00	0.00	310.20	31.02	4,136.12	3,701.84	0.00	0.00	1	3.26	3.26
Motor Vehicle	5,312.02	50.00	5.00	463.70	46.38	4,636.94	4,746.94	0.00	0.00	1	3.66	3.66
QBETestPA	631.34	50.00	5.00	74.85	7.49	499.00	409.18	0.00	0.00	1	0.39	0.39
Personal Accident	2,997.50	0.00	0.00	500.00	50.00	2,500.00	2,447.50	0.00	0.00	1	1.97	1.97
BUSINESS	46,357.59	5,033.00	503.30	6,555.44	465.89	25,799.11	27,828.44	497.17	43.02	11	20.35	20.35
BURGLARY INSURANCE	554.19	50.00	5.00	75.00	6.00	300.00	419.19	0.00	0.00	1	0.24	0.24
OWN DAMAGE & LIABILITY	10,965.57	0.00	0.00	1,382.00	138.20	9,400.00	9,445.37	160.60	16.06	7	7.41	7.41
pulse	42,051.37	120.00	2.00	3,785.00	378.50	26,160.00	36,641.99	144.00	5.90	19	20.63	20.63
ZED TEST CLASS	247.86	50.00	5.00	0.00	0.00	100.00	195.36	0.00	0.00	1	0.08	0.08
Totals for New/Renewal	**195,773.04**	**15,953.00**	**1,585.30**	**21,569.43**	**1,575.74**	**126,802.32**	**139,536.39**	**1,535.50**	**133.36**	**76**	**100.00**	**100.00**
Totals for	**195,773.04**	**15,953.00**	**1,585.30**	**21,569.43**	**1,575.74**	**126,802.32**	**139,536.39**	**1,535.50**	**133.36**	**76**	**100.00**	**100.00**
Totals for Company/Branch: 0	**195,773.04**	**0.00**	**1,585.30**	**21,569.43**	**1,575.74**	**126,802.32**	**0.00**	**1,535.50**	**133.36**	**76**	**100.00**	**100.00**
Totals for Currency: AUD	**195,773.04**	**0.00**	**1,585.30**	**21,569.43**	**1,575.74**	**126,802.32**	**0.00**	**1,535.50**	**133.36**	**76**	**100.00**	**100.00**
Grand Total	**195,773.04**	**15,953.00**	**1,585.30**	**21,569.43**	**1,575.74**	**126,802.32**	**139,536.39**	**1,535.50**	**133.36**	**76**	**100.00**	**100.00**

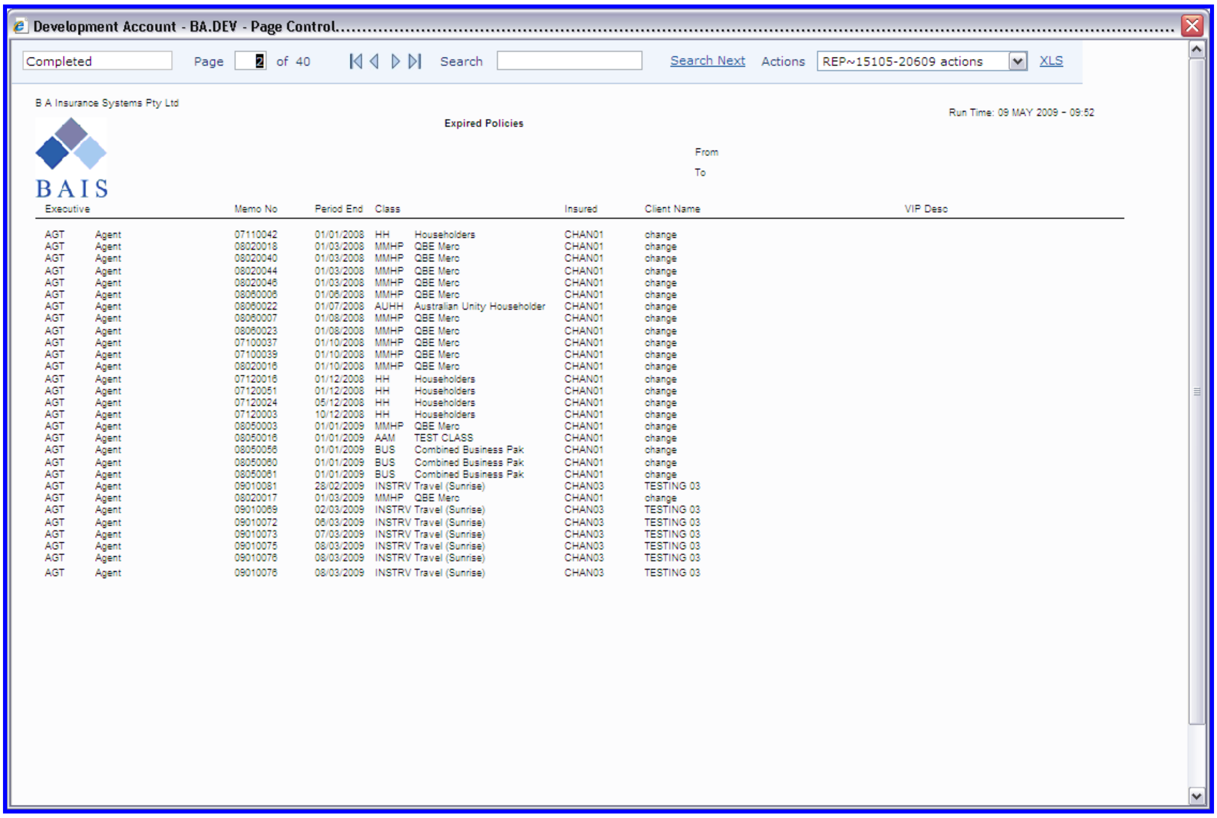
BKTRANS_R165 Portfolio Analysis Report

Page 1 of 1

Expired Policy Report

This report lists all policies that have passed their **expiry date** but have not been renewed, lapsed or cancelled.





Development Account - BA.DEV - Page Control

Completed Page 2 of 40 Search Search Next Actions REP~15105-20609 actions XLS

B A Insurance Systems Pty Ltd

Run Time: 09 MAY 2009 – 09:52

Expired Policies

From

To

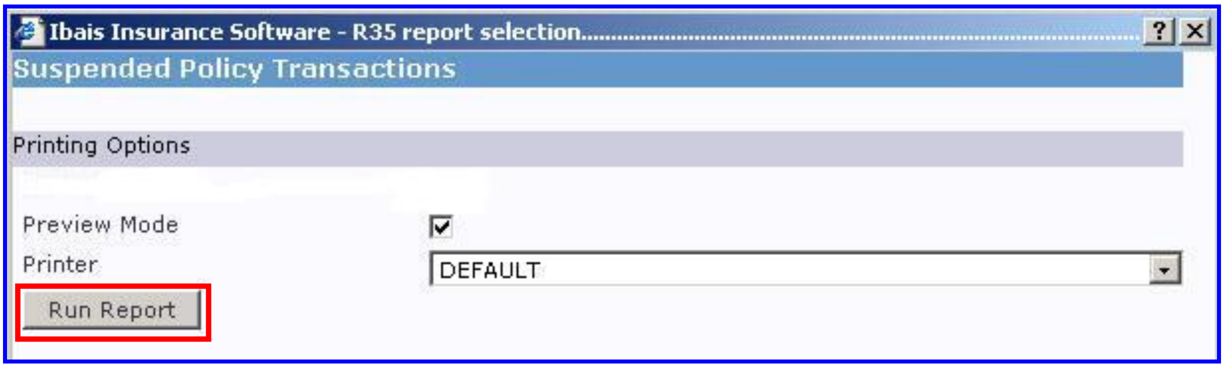
BAIS

Executive		Memo No	Period End	Class		Insured	Client Name	VIP Desc
AGT	Agent	07110042	01/01/2008	HH	Householders	CHAN01	change	
AGT	Agent	08020018	01/03/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	08020040	01/03/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	08020044	01/03/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	08020046	01/03/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	08060006	01/06/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	08060022	01/07/2008	AUHH	Australian Unity Householder	CHAN01	change	
AGT	Agent	08060007	01/08/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	08060023	01/08/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	07100037	01/10/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	07100039	01/10/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	08020016	01/10/2008	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	07120016	01/12/2008	HH	Householders	CHAN01	change	
AGT	Agent	07120051	01/12/2008	HH	Householders	CHAN01	change	
AGT	Agent	07120024	05/12/2008	HH	Householders	CHAN01	change	
AGT	Agent	07120003	10/12/2008	HH	Householders	CHAN01	change	
AGT	Agent	08050003	01/01/2009	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	08050016	01/01/2009	AAM	TEST CLASS	CHAN01	change	
AGT	Agent	08050056	01/01/2009	BUS	Combined Business Pak	CHAN01	change	
AGT	Agent	08050060	01/01/2009	BUS	Combined Business Pak	CHAN01	change	
AGT	Agent	08050061	01/01/2009	BUS	Combined Business Pak	CHAN01	change	
AGT	Agent	09010081	28/02/2009	INSTRV	Travel (Sunrise)	CHAN03	TESTING 03	
AGT	Agent	08020017	01/03/2009	MMHP	QBE Merc	CHAN01	change	
AGT	Agent	09010069	02/03/2009	INSTRV	Travel (Sunrise)	CHAN03	TESTING 03	
AGT	Agent	09010072	06/03/2009	INSTRV	Travel (Sunrise)	CHAN03	TESTING 03	
AGT	Agent	09010073	07/03/2009	INSTRV	Travel (Sunrise)	CHAN03	TESTING 03	
AGT	Agent	09010075	08/03/2009	INSTRV	Travel (Sunrise)	CHAN03	TESTING 03	
AGT	Agent	09010076	08/03/2009	INSTRV	Travel (Sunrise)	CHAN03	TESTING 03	
AGT	Agent	09010076	08/03/2009	INSTRV	Travel (Sunrise)	CHAN03	TESTING 03	

Suspended Policy Transactions Report

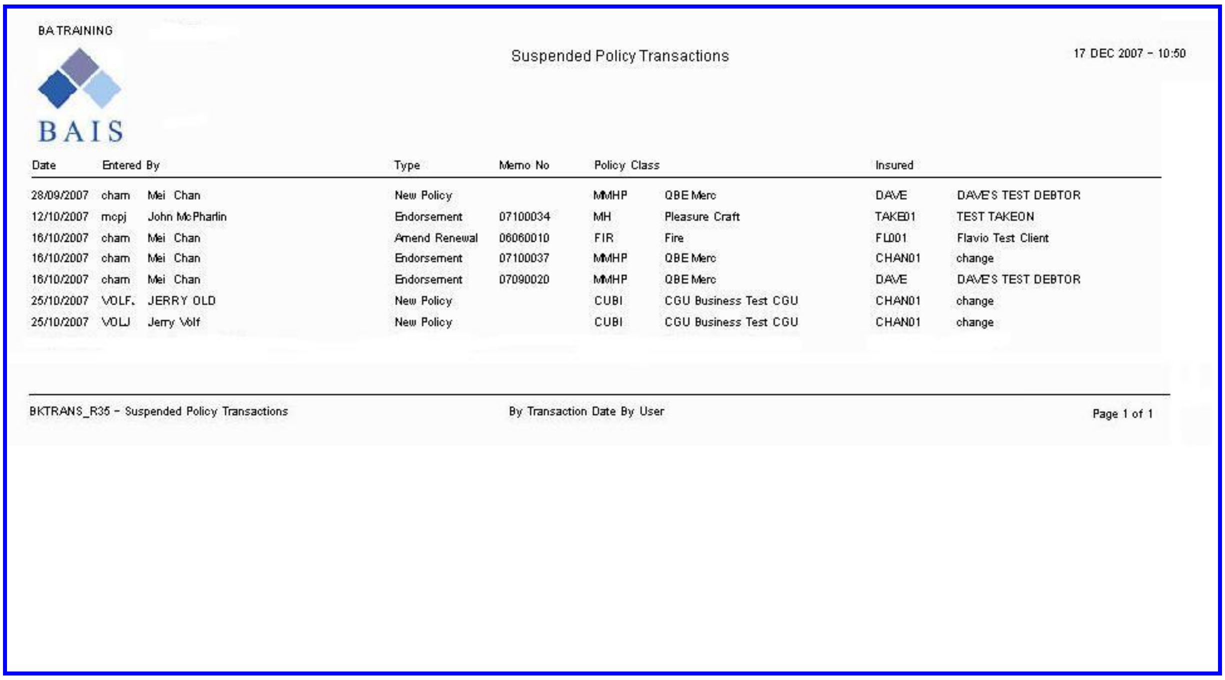
This report shows transactions that have been **Suspended**. It should be run as part of a regular housekeeping function.

Click on **Suspended Policy Transactions Report** and the following will appear.



Click Run Report to view or print the report.

A Sample of the **Suspended Policy Transactions Report** is reproduced below.


BA TRAINING

BAIS

Suspended Policy Transactions

17 DEC 2007 - 10:50

Date	Entered By		Type	Memo No	Policy Class		Insured	
28/09/2007	cham	Mei Chan	New Policy		MMHP	QBE Merc	DAVE	DAVE'S TEST DEBTOR
12/10/2007	mcpj	John McPharlin	Endorsement	07100034	MH	Pleasure Craft	TAKE01	TEST TAKEON
16/10/2007	cham	Mei Chan	Amend Renewal	06060010	FIR	Fire	FL001	Flavio Test Client
16/10/2007	cham	Mei Chan	Endorsement	07100037	MMHP	QBE Merc	CHAN01	change
16/10/2007	cham	Mei Chan	Endorsement	07090020	MMHP	QBE Merc	DAVE	DAVE'S TEST DEBTOR
25/10/2007	VOLF.	JERRY OLD	New Policy		CUBI	CGU Business Test CGU	CHAN01	change
25/10/2007	VOLJ	Jerry Volf	New Policy		CUBI	CGU Business Test CGU	CHAN01	change

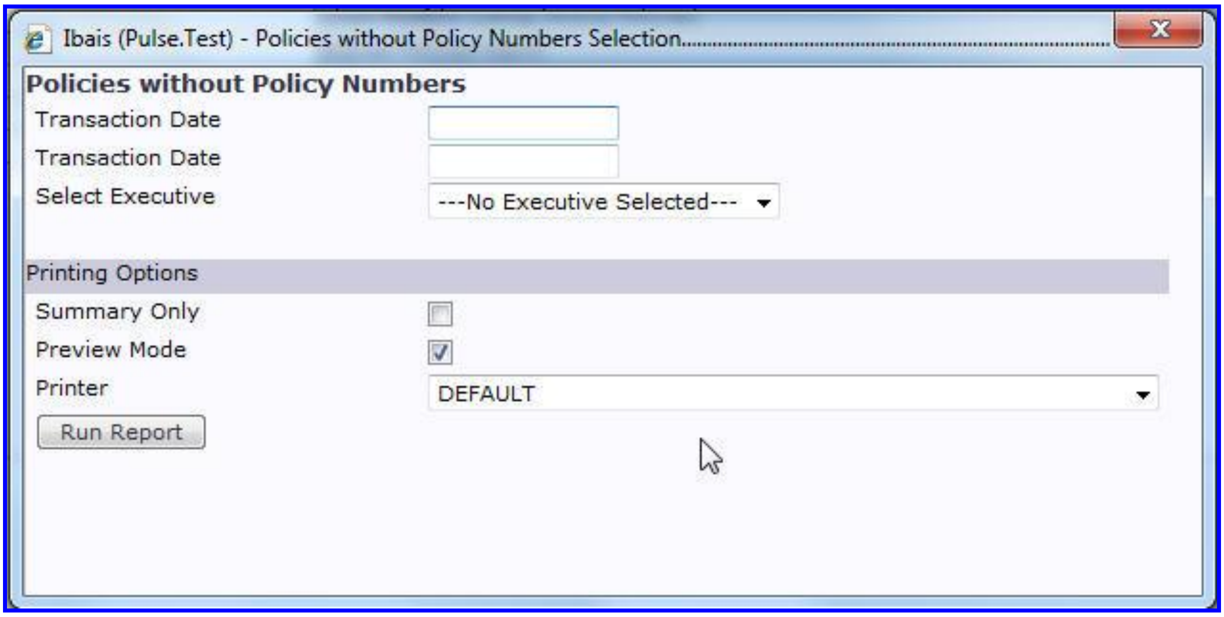
BKTRANS_R35 - Suspended Policy Transactions

By Transaction Date By User

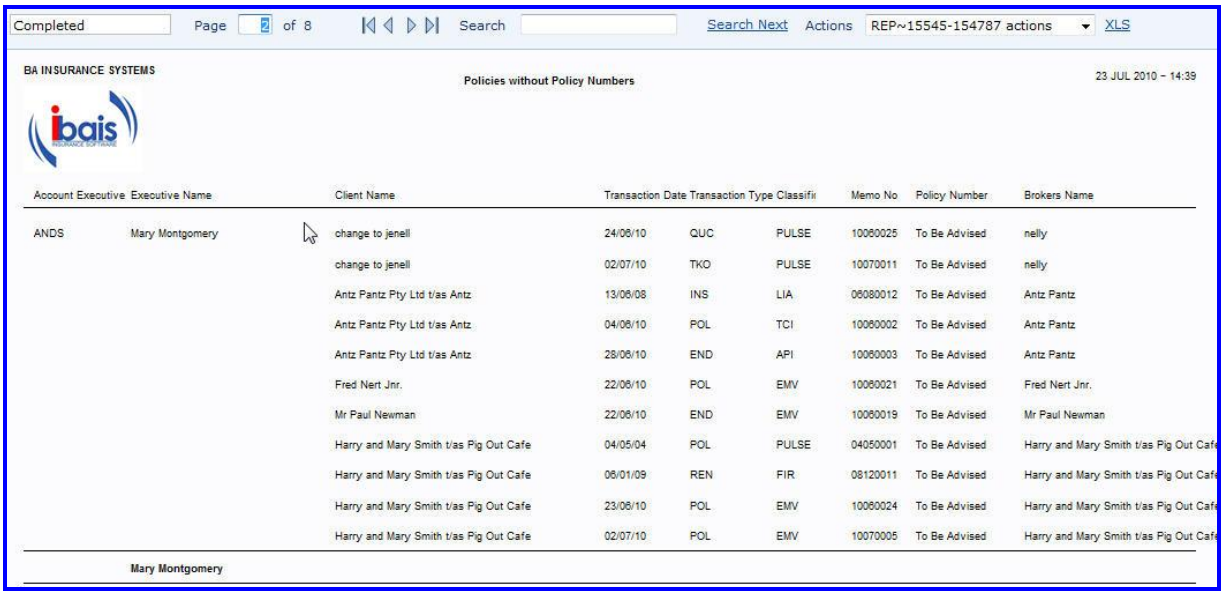
Page 1 of 1

Policies Without Policy Numbers

This report enables you to report on all policies in your database which still show "**To Be Advised**" in the Insurer Policy Number field. On receipt of the policy documentation and policy number from the insurer, you can add the **Policy Number** via the **Policy Maintenance** option in **Transaction Entry**.



An example of the report is reproduced below:



Completed Page 2 of 8 Search Search Next Actions REP~15545-154787 actions XLS

BA INSURANCE SYSTEMS

Policies without Policy Numbers

23 JUL 2010 - 14:39

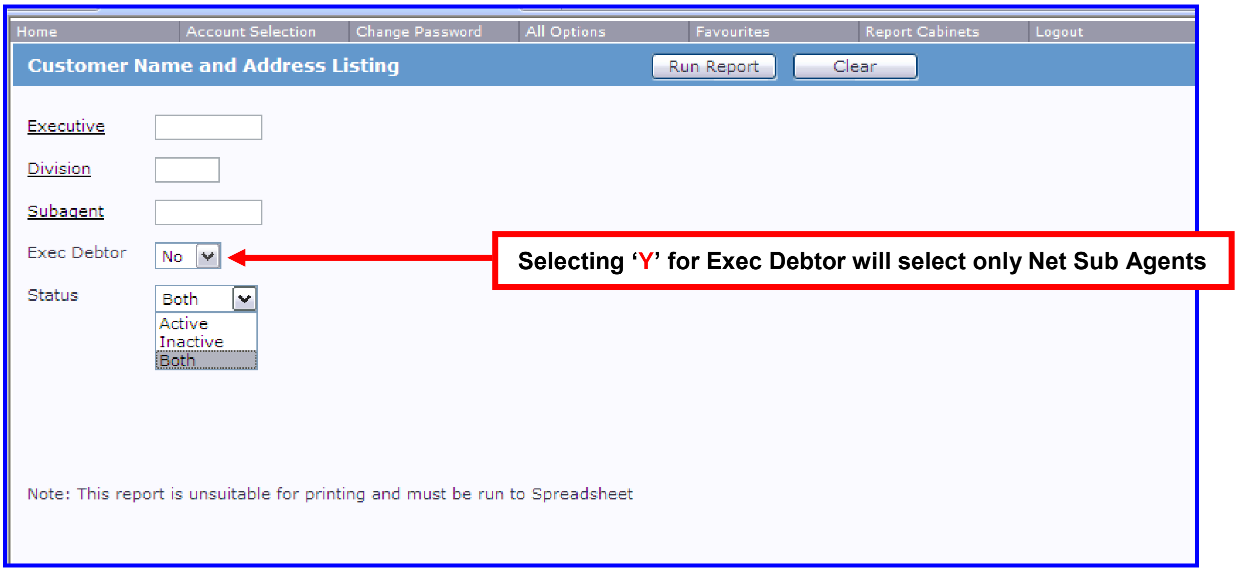
Account Executive	Executive Name	Client Name	Transaction Date	Transaction Type	Classifi	Memo No	Policy Number	Brokers Name
ANDS	Mary Montgomery	change to jenell	24/06/10	QUC	PULSE	10060025	To Be Advised	nelly
		change to jenell	02/07/10	TKO	PULSE	10070011	To Be Advised	nelly
		Antz Pantz Pty Ltd t/as Antz	13/06/08	INS	LIA	06080012	To Be Advised	Antz Pantz
		Antz Pantz Pty Ltd t/as Antz	04/06/10	POL	TCI	10060002	To Be Advised	Antz Pantz
		Antz Pantz Pty Ltd t/as Antz	28/06/10	END	API	10060003	To Be Advised	Antz Pantz
		Fred Nert Jnr.	22/06/10	POL	EMV	10060021	To Be Advised	Fred Nert Jnr.
		Mr Paul Newman	22/06/10	END	EMV	10060019	To Be Advised	Mr Paul Newman
		Harry and Mary Smith t/as Pig Out Cafe	04/05/04	POL	PULSE	04050001	To Be Advised	Harry and Mary Smith t/as Pig Out Caf
		Harry and Mary Smith t/as Pig Out Cafe	06/01/09	REN	FIR	08120011	To Be Advised	Harry and Mary Smith t/as Pig Out Caf
		Harry and Mary Smith t/as Pig Out Cafe	23/06/10	POL	EMV	10060024	To Be Advised	Harry and Mary Smith t/as Pig Out Caf
		Harry and Mary Smith t/as Pig Out Cafe	02/07/10	POL	EMV	10070005	To Be Advised	Harry and Mary Smith t/as Pig Out Caf
	Mary Montgomery							

Customer Name and Address Listing

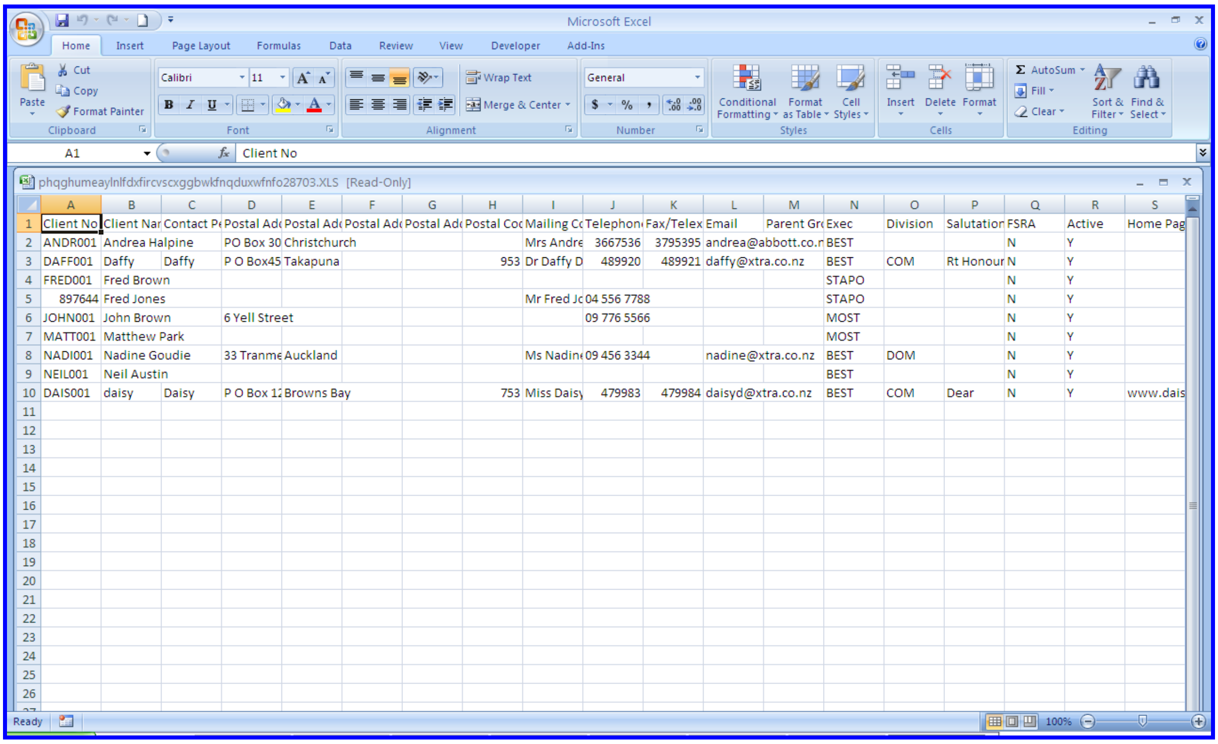
This report produces a **Client Name** and **Address listing**.

The report allows you to filter by **Executive**, **Division**, **Subagent** and **Client status** (Active/Inactive).

Please Note: This report is too large to print and is intended to be run to spreadsheet.



Example of the report:



Client No	Client Nar	Contact Pe	Postal Adc	Postal Adc	Postal Adc	Postal Adc	Postal Coc	Mailing Cc	Telephon	Fax/Telex	Email	Parent Grc	Exec	Division	Salutation	FSRA	Active	Home Pag
ANDR001	Andrea Halpine		PO Box 30	Christchurch				Mrs Andre	3667536	3795395	andrea@abbott.co.n		BEST			N	Y	
DAFF001	Daffy	Daffy	P O Box45	Takapuna			953	Dr Daffy D	489920	489921	daffy@xtra.co.nz		BEST	COM	Rt Honour	N	Y	
FRED001	Fred Brown												STAPO			N	Y	
897644	Fred Jones							Mr Fred Jc	04 556 7788				STAPO			N	Y	
JOHN001	John Brown		6 Yell Street						09 776 5566				MOST			N	Y	
MATT001	Matthew Park												MOST			N	Y	
NADI001	Nadine Goudie		33 Tranme	Auckland				Ms Nadin	09 456 3344		nadine@xtra.co.nz		BEST	DOM		N	Y	
NEIL001	Neil Austin												BEST			N	Y	
DAIS001	daisy	Daisy	P O Box 12	Browns Bay			753	Miss Daisy	479983	479984	daisyd@xtra.co.nz		BEST	COM	Dear	N	Y	www.dais

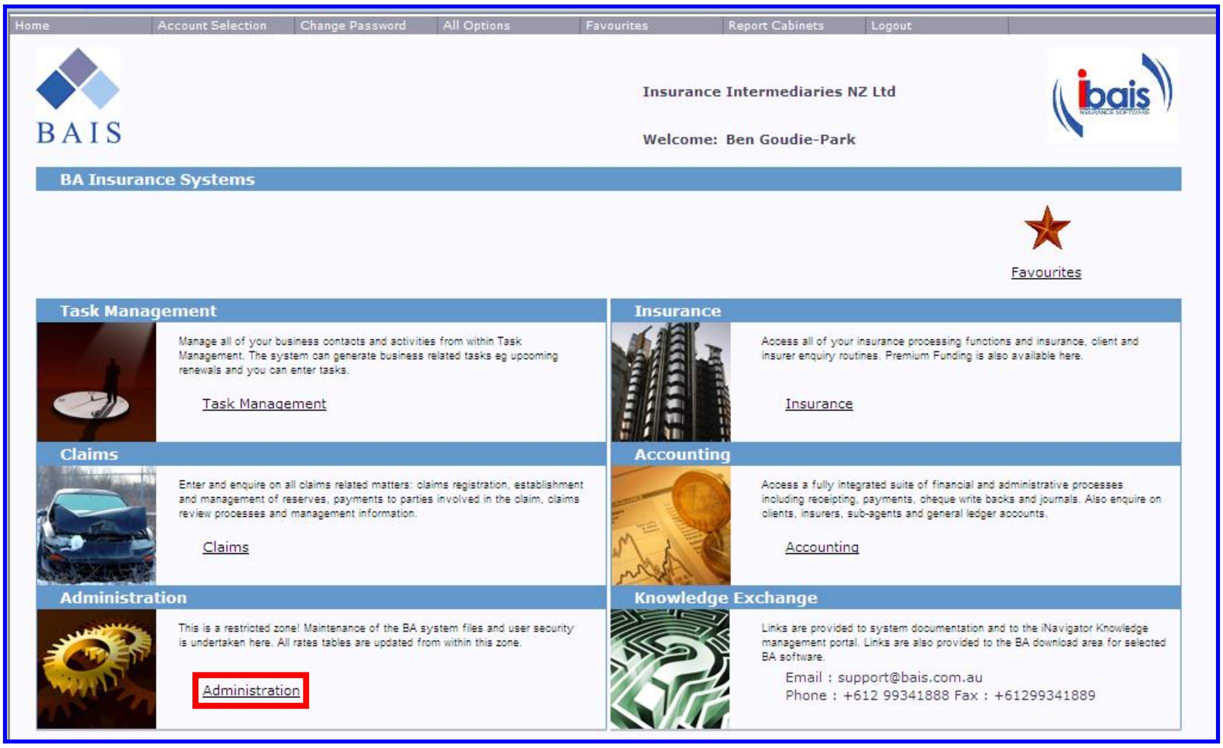
Reprint credit control letters

When necessary, you can re-print credit control letters.

To access this option go to

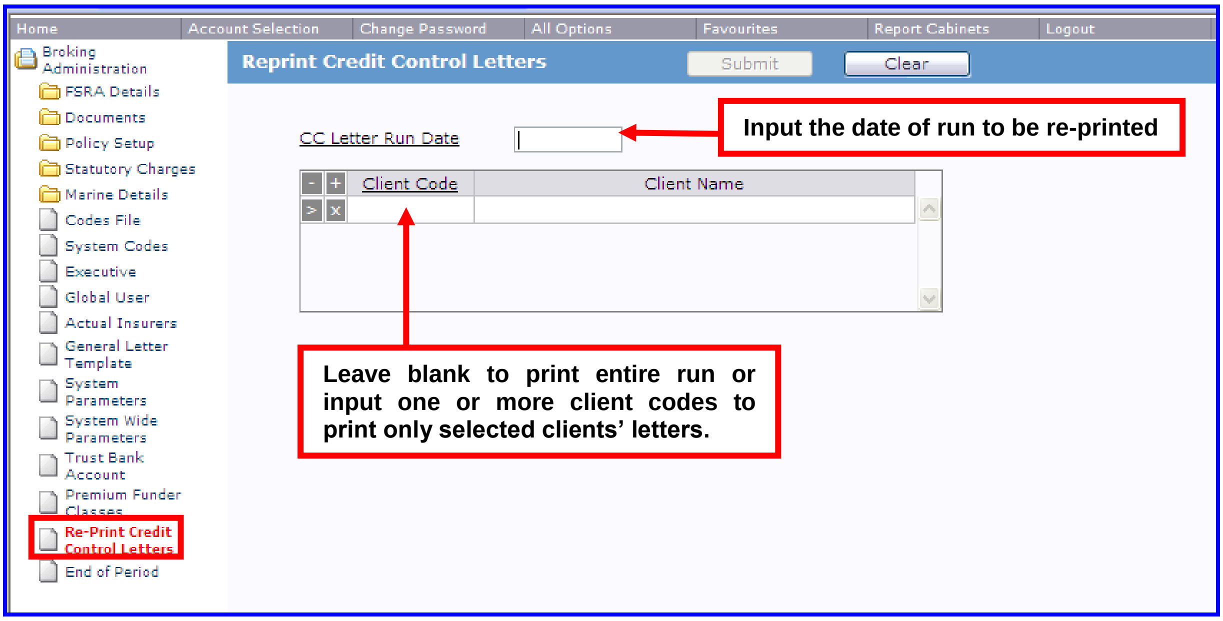
Administration

Broking Administration Reprint Credit Control Letters.



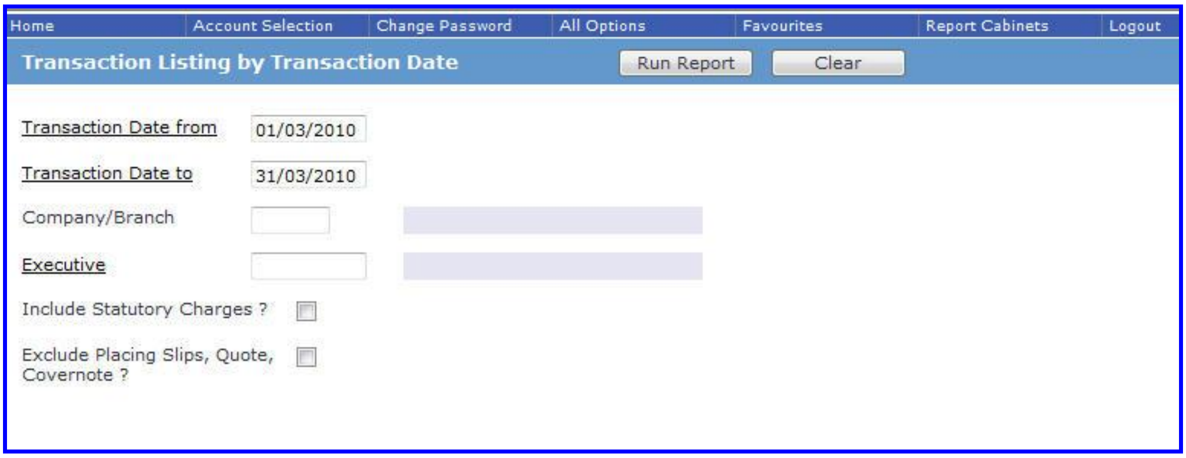
Select **Broking Administration**.

Select **Re-Print Credit Control Letters**.



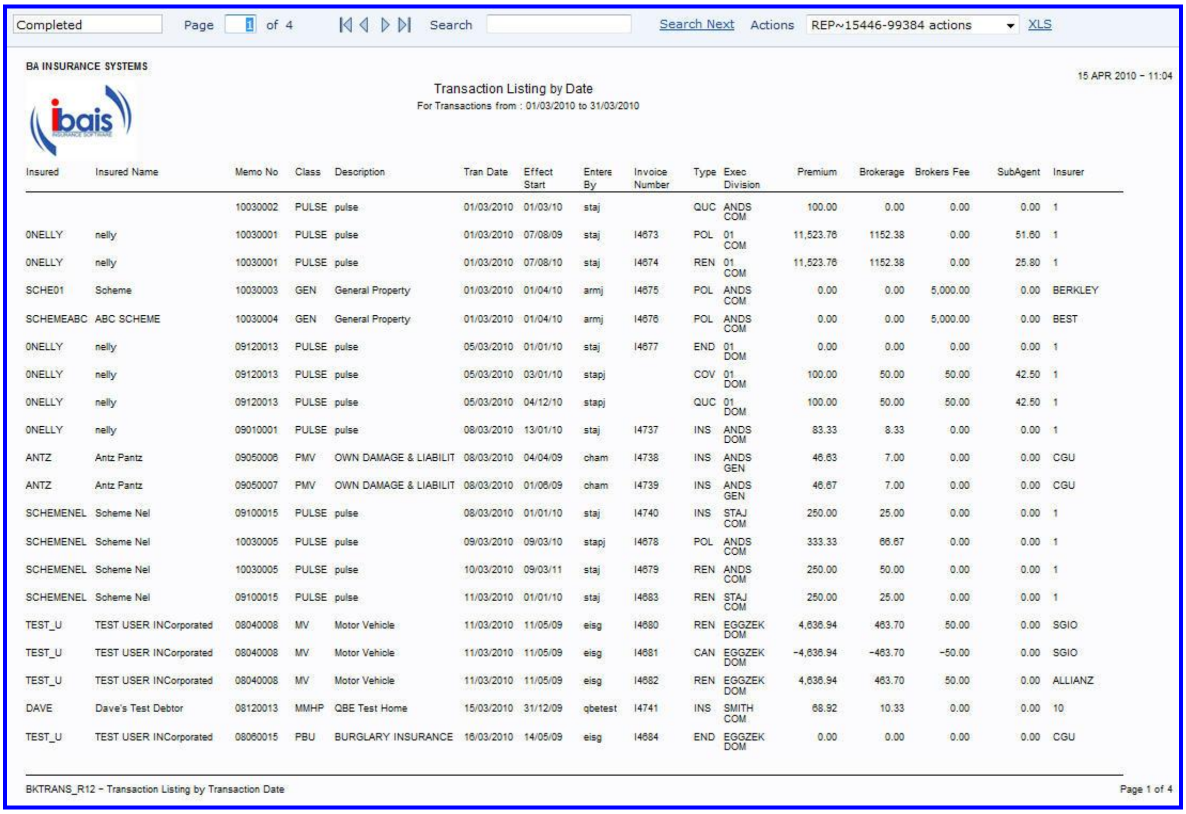
Transaction Listing by Transaction Date

This report lists all transactions by **date range** and can be selected by **Company/Branch** and **Executive** (leave blank to include all).



You can also choose to include the Statutory Charges and any Placing Slips, Quotes and Covernotes if required. Click **Run Report** when selection criteria has been input.

Example of the report:



Completed Page 1 of 4 Search Search Next Actions REP~15446-99384 actions XLS

BA INSURANCE SYSTEMS

15 APR 2010 - 11:04

Transaction Listing by Date
For Transactions from : 01/03/2010 to 31/03/2010

Insured	Insured Name	Memo No	Class	Description	Tran Date	Effect Start	Entere By	Invoice Number	Type	Exec Division	Premium	Brokerage	Brokers Fee	SubAgent	Insurer
		10030002	PULSE	pulse	01/03/2010	01/03/10	staj		QUC	ANDS COM	100.00	0.00	0.00	0.00	1
ONELLY	nelly	10030001	PULSE	pulse	01/03/2010	07/08/09	staj	I4673	POL	01 COM	11,523.76	1152.38	0.00	51.60	1
ONELLY	nelly	10030001	PULSE	pulse	01/03/2010	07/08/10	staj	I4674	REN	01 COM	11,523.76	1152.38	0.00	25.80	1
SCHE01	Scheme	10030003	GEN	General Property	01/03/2010	01/04/10	armj	I4675	POL	ANDS COM	0.00	0.00	5,000.00	0.00	BERKLEY
SCHEMEABC	ABC SCHEME	10030004	GEN	General Property	01/03/2010	01/04/10	armj	I4676	POL	ANDS COM	0.00	0.00	5,000.00	0.00	BEST
ONELLY	nelly	09120013	PULSE	pulse	05/03/2010	01/01/10	staj	I4677	END	01 DOM	0.00	0.00	0.00	0.00	1
ONELLY	nelly	09120013	PULSE	pulse	05/03/2010	03/01/10	stapj		COV	01 DOM	100.00	50.00	50.00	42.50	1
ONELLY	nelly	09120013	PULSE	pulse	05/03/2010	04/12/10	stapj		QUC	01 DOM	100.00	50.00	50.00	42.50	1
ONELLY	nelly	09010001	PULSE	pulse	08/03/2010	13/01/10	staj	I4737	INS	ANDS DOM	83.33	8.33	0.00	0.00	1
ANTZ	Antz Pantz	09050006	PMV	OWN DAMAGE & LIABILIT	08/03/2010	04/04/09	cham	I4738	INS	ANDS GEN	46.63	7.00	0.00	0.00	CGU
ANTZ	Antz Pantz	09050007	PMV	OWN DAMAGE & LIABILIT	08/03/2010	01/06/09	cham	I4739	INS	ANDS GEN	46.67	7.00	0.00	0.00	CGU
SCHEMENEL	Scheme Nel	09100015	PULSE	pulse	08/03/2010	01/01/10	staj	I4740	INS	STAJ COM	250.00	25.00	0.00	0.00	1
SCHEMENEL	Scheme Nel	10030005	PULSE	pulse	09/03/2010	09/03/10	stapj	I4678	POL	ANDS COM	333.33	66.67	0.00	0.00	1
SCHEMENEL	Scheme Nel	10030005	PULSE	pulse	10/03/2010	09/03/11	staj	I4679	REN	ANDS COM	250.00	50.00	0.00	0.00	1
SCHEMENEL	Scheme Nel	09100015	PULSE	pulse	11/03/2010	01/01/10	staj	I4683	REN	STAJ COM	250.00	25.00	0.00	0.00	1
TEST_U	TEST USER INCorporated	08040008	MV	Motor Vehicle	11/03/2010	11/05/09	eisg	I4680	REN	EGGZEK DOM	4,636.94	463.70	50.00	0.00	SGIO
TEST_U	TEST USER INCorporated	08040008	MV	Motor Vehicle	11/03/2010	11/05/09	eisg	I4681	CAN	EGGZEK DOM	-4,636.94	-463.70	-50.00	0.00	SGIO
TEST_U	TEST USER INCorporated	08040008	MV	Motor Vehicle	11/03/2010	11/05/09	eisg	I4682	REN	EGGZEK DOM	4,636.94	463.70	50.00	0.00	ALLIANZ
DAVE	Dave's Test Debtor	08120013	MMHP	QBE Test Home	15/03/2010	31/12/09	qbetest	I4741	INS	SMITH COM	68.92	10.33	0.00	0.00	10
TEST_U	TEST USER INCorporated	08060015	PBU	BURGLARY INSURANCE	16/03/2010	14/05/09	eisg	I4684	END	EGGZEK DOM	0.00	0.00	0.00	0.00	CGU

BKTRANS_R12 - Transaction Listing by Transaction Date

Page 1 of 4

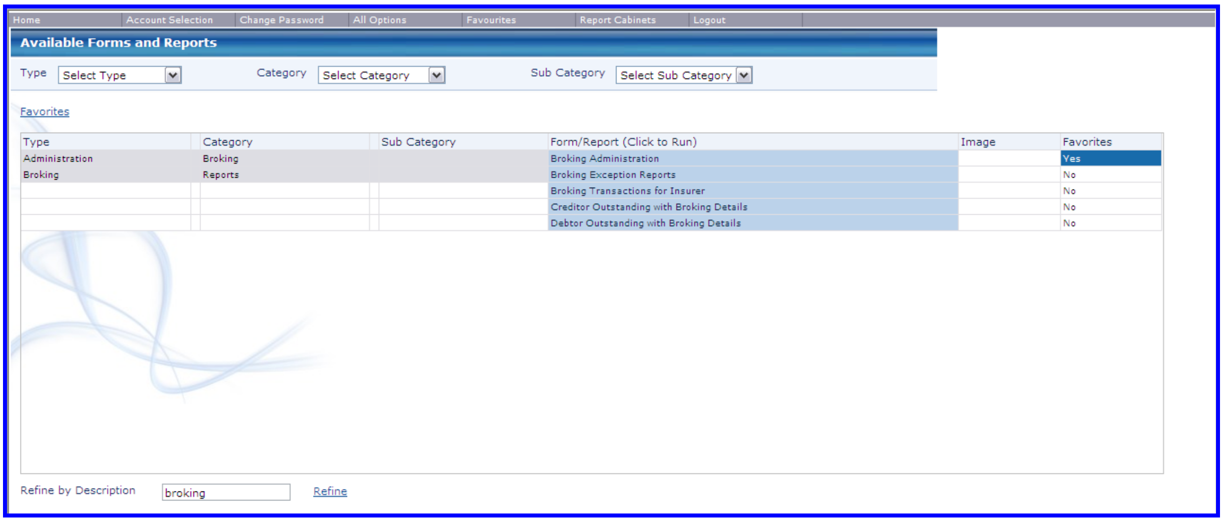
Broking Transactions for Insurer

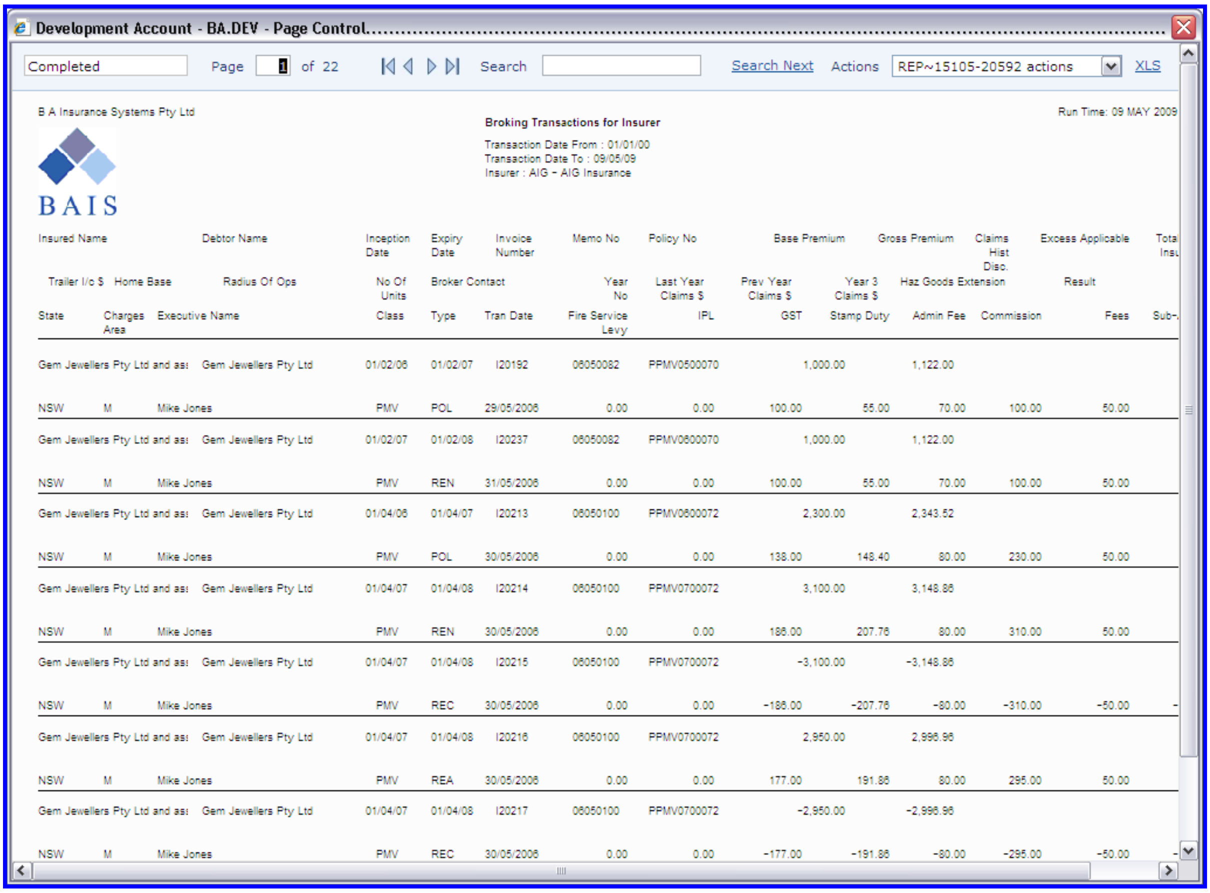
The Broking Transactions for Insurers Report allows you to list all transactions within a specified date range for a specified Insurer.

To access the report go to

Broking

Report





B A Insurance Systems Pty Ltd

BAIS

Broking Transactions for Insurer

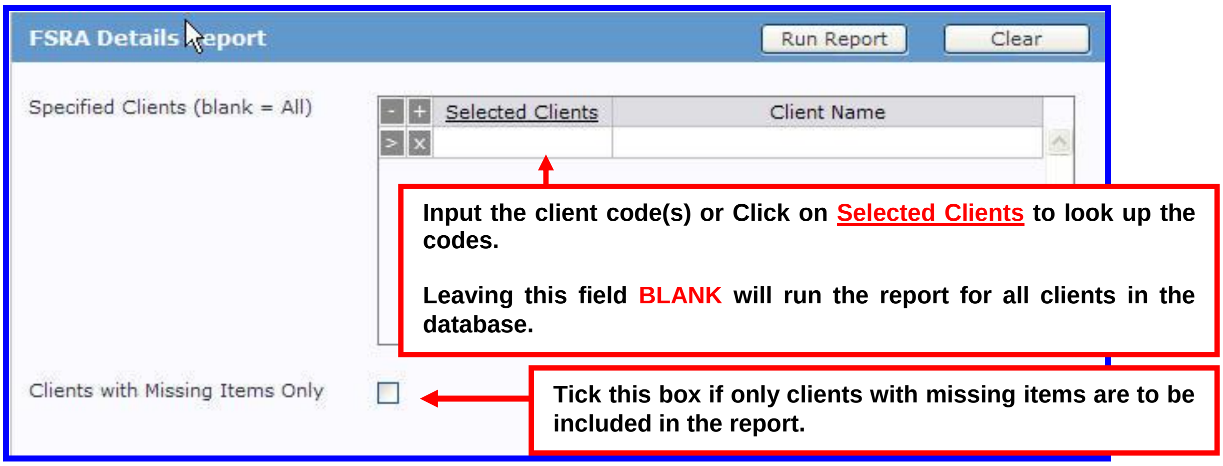
Transaction Date From : 01/01/00
Transaction Date To : 09/05/09
Insurer : AIG - AIG Insurance

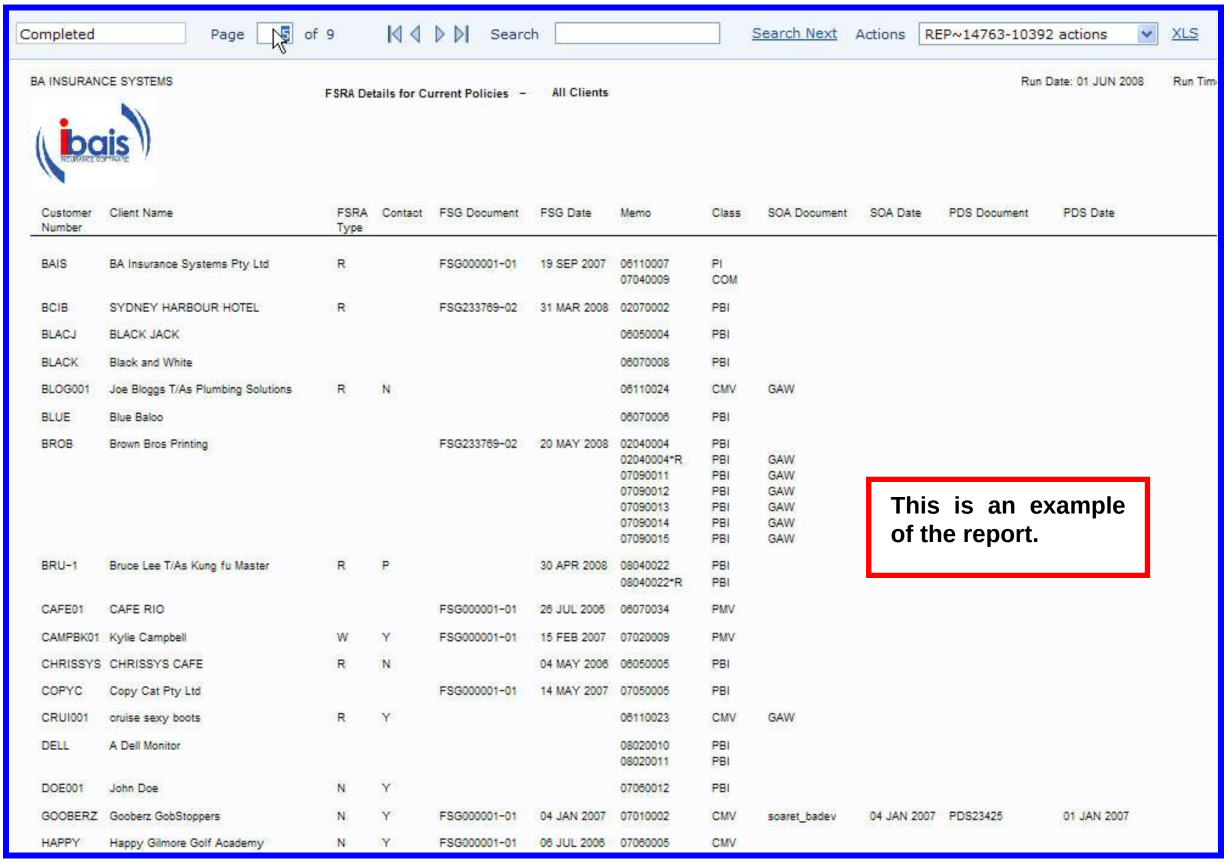
Run Time: 09 MAY 2009

Insured Name		Debtor Name	Inception Date	Expiry Date	Invoice Number	Memo No	Policy No	Base Premium	Gross Premium	Claims Hist Disc.	Excess Applicable		Total Insu
Trailer I/c $	Home Base	Radius Of Ops	No Of Units	Broker Contact		Year No	Last Year Claims $	Prev Year Claims $	Year 3 Claims $	Haz Goods Extension		Result	
State	Charges Area	Executive Name	Class	Type	Tran Date	Fire Service Levy	IPL	GST	Stamp Duty	Admin Fee	Commission	Fees	Sub-
Gem Jewellers Pty Ltd and as:		Gem Jewellers Pty Ltd	01/02/06	01/02/07	I20192	06050082	PPMV0500070	1,000.00	1,122.00				
NSW	M	Mike Jones	PMV	POL	29/05/2006	0.00	0.00	100.00	55.00	70.00	100.00	50.00	
Gem Jewellers Pty Ltd and as:		Gem Jewellers Pty Ltd	01/02/07	01/02/08	I20237	06050082	PPMV0600070	1,000.00	1,122.00				
NSW	M	Mike Jones	PMV	REN	31/05/2006	0.00	0.00	100.00	55.00	70.00	100.00	50.00	
Gem Jewellers Pty Ltd and as:		Gem Jewellers Pty Ltd	01/04/06	01/04/07	I20213	06050100	PPMV0600072	2,300.00	2,343.52				
NSW	M	Mike Jones	PMV	POL	30/05/2006	0.00	0.00	138.00	148.40	80.00	230.00	50.00	
Gem Jewellers Pty Ltd and as:		Gem Jewellers Pty Ltd	01/04/07	01/04/08	I20214	06050100	PPMV0700072	3,100.00	3,148.86				
NSW	M	Mike Jones	PMV	REN	30/05/2006	0.00	0.00	186.00	207.76	80.00	310.00	50.00	
Gem Jewellers Pty Ltd and as:		Gem Jewellers Pty Ltd	01/04/07	01/04/08	I20215	06050100	PPMV0700072	-3,100.00	-3,148.86				
NSW	M	Mike Jones	PMV	REC	30/05/2006	0.00	0.00	-186.00	-207.76	-80.00	-310.00	-50.00	-
Gem Jewellers Pty Ltd and as:		Gem Jewellers Pty Ltd	01/04/07	01/04/08	I20216	06050100	PPMV0700072	2,950.00	2,996.96				
NSW	M	Mike Jones	PMV	REA	30/05/2006	0.00	0.00	177.00	191.86	80.00	295.00	50.00	
Gem Jewellers Pty Ltd and as:		Gem Jewellers Pty Ltd	01/04/07	01/04/08	I20217	06050100	PPMV0700072	-2,950.00	-2,996.96				
NSW	M	Mike Jones	PMV	REC	30/05/2006	0.00	0.00	-177.00	-191.86	-80.00	-295.00	-50.00	-

FSRA Details By Client

This Broking report enables you to see your clients **FSRA status** and report on the dates and versions of the FSRA documentation issued to any client. The report can be run for one or more selected clients, or for the entire database. You can select to include only those clients with missing items if required.





Completed Page 5 of 9 Search Search Next Actions REP~14763-10392 actions XLS

BA INSURANCE SYSTEMS

FSRA Details for Current Policies – All Clients

Run Date: 01 JUN 2008 Run Tim

Customer Number	Client Name	FSRA Type	Contact	FSG Document	FSG Date	Memo	Class	SOA Document	SOA Date	PDS Document	PDS Date
BAIS	BA Insurance Systems Pty Ltd	R		FSG000001-01	19 SEP 2007	06110007 07040009	PI COM				
BCIB	SYDNEY HARBOUR HOTEL	R		FSG233769-02	31 MAR 2008	02070002	PBI				
BLACJ	BLACK JACK					06050004	PBI				
BLACK	Black and White					06070008	PBI				
BLOG001	Joe Bloggs T/As Plumbing Solutions	R	N			06110024	CMV	GAW			
BLUE	Blue Baloo					06070006	PBI				
BROB	Brown Bros Printing			FSG233769-02	20 MAY 2008	02040004 02040004*R 07090011 07090012 07090013 07090014 07090015	PBI PBI PBI PBI PBI PBI PBI	 GAW GAW GAW GAW GAW GAW			
BRU-1	Bruce Lee T/As Kung fu Master	R	P		30 APR 2008	08040022 08040022*R	PBI PBI				
CAFE01	CAFE RIO			FSG000001-01	26 JUL 2006	06070034	PMV				
CAMPBK01	Kylie Campbell	W	Y	FSG000001-01	15 FEB 2007	07020009	PMV				
CHRISSYS	CHRISSYS CAFE	R	N		04 MAY 2006	06050005	PBI				
COPYC	Copy Cat Pty Ltd			FSG000001-01	14 MAY 2007	07050005	PBI				
CRUI001	cruise sexy boots	R	Y			06110023	CMV	GAW			
DELL	A Dell Monitor					08020010 08020011	PBI PBI				
DOE001	John Doe	N	Y			07060012	PBI				
GOOBERZ	Gooberz GobStoppers	N	Y	FSG000001-01	04 JAN 2007	07010002	CMV	soaret_badev	04 JAN 2007	PDS23425	01 JAN 2007
HAPPY	Happy Gilmore Golf Academy	N	Y	FSG000001-01	06 JUL 2006	07060005	CMV				

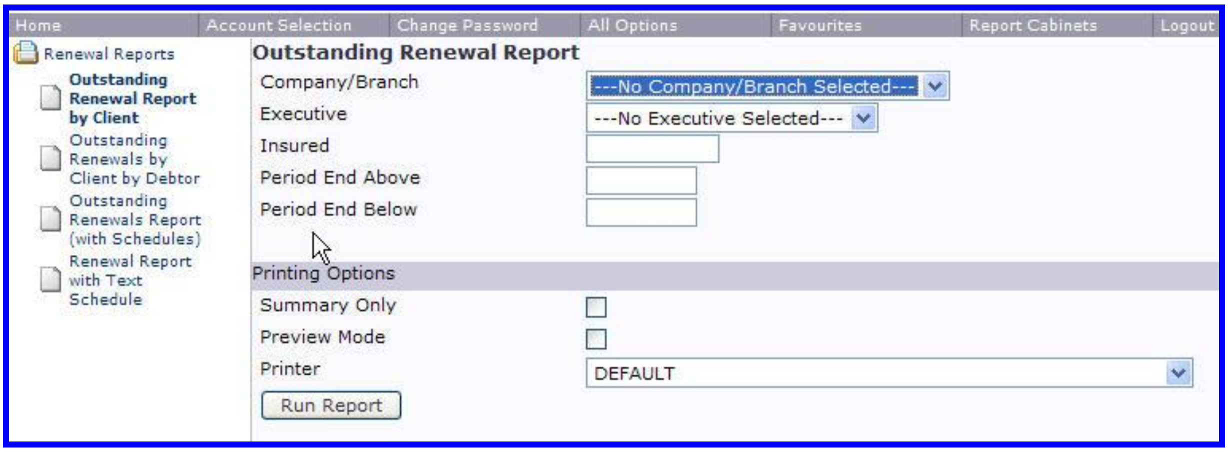
This is an example of the report.

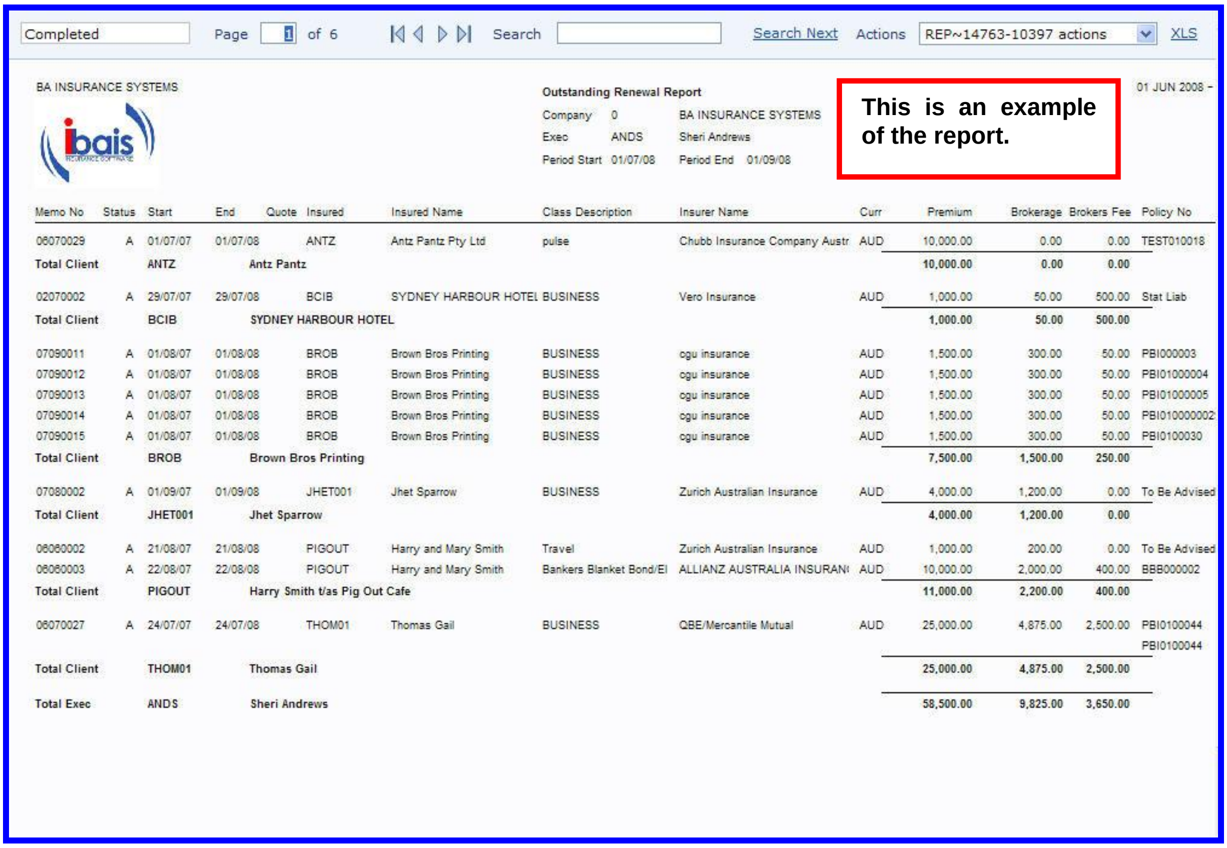
Renewal Reports

All renewal reports are grouped under one menu in Broking Reports. These reports are intended to assist with renewal procedures and to list all policies expiring within a selected date range.

Outstanding Renewal Report By Client

This Renewal Report can be run by Company/Branch, Exec and by Insured (if none selected it will include all). The date range captures policies expiring within the selected dates.




Completed   Page 1 of 6   Search   Search Next   Actions   REP~14763-10397 actions   XLS

BA INSURANCE SYSTEMS

Outstanding Renewal Report
Company 0 BA INSURANCE SYSTEMS
Exec ANDS Sheri Andrews
Period Start 01/07/08 Period End 01/09/08

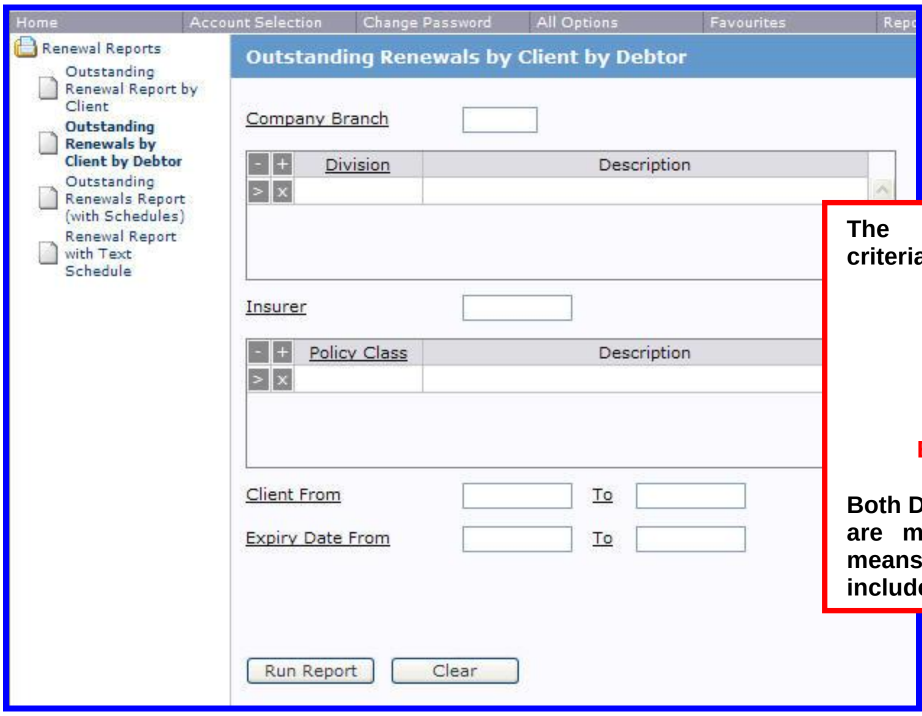
01 JUN 2008 -

This is an example of the report.

Memo No	Status	Start	End	Quote	Insured	Insured Name	Class Description	Insurer Name	Curr	Premium	Brokerage	Brokers Fee	Policy No
06070029	A	01/07/07	01/07/08		ANTZ	Antz Pantz Pty Ltd	pulse	Chubb Insurance Company Austr	AUD	10,000.00	0.00	0.00	TEST010018
Total Client		**ANTZ**			**Antz Pantz**					**10,000.00**	**0.00**	**0.00**	
02070002	A	29/07/07	29/07/08		BCIB	SYDNEY HARBOUR HOTEL	BUSINESS	Vero Insurance	AUD	1,000.00	50.00	500.00	Stat Liab
Total Client		**BCIB**			**SYDNEY HARBOUR HOTEL**					**1,000.00**	**50.00**	**500.00**	
07090011	A	01/08/07	01/08/08		BROB	Brown Bros Printing	BUSINESS	cgu insurance	AUD	1,500.00	300.00	50.00	PBI000003
07090012	A	01/08/07	01/08/08		BROB	Brown Bros Printing	BUSINESS	cgu insurance	AUD	1,500.00	300.00	50.00	PBI01000004
07090013	A	01/08/07	01/08/08		BROB	Brown Bros Printing	BUSINESS	cgu insurance	AUD	1,500.00	300.00	50.00	PBI01000005
07090014	A	01/08/07	01/08/08		BROB	Brown Bros Printing	BUSINESS	cgu insurance	AUD	1,500.00	300.00	50.00	PBI010000002
07090015	A	01/08/07	01/08/08		BROB	Brown Bros Printing	BUSINESS	cgu insurance	AUD	1,500.00	300.00	50.00	PBI0100030
Total Client		**BROB**			**Brown Bros Printing**					**7,500.00**	**1,500.00**	**250.00**	
07080002	A	01/09/07	01/09/08		JHET001	Jhet Sparrow	BUSINESS	Zurich Australian Insurance	AUD	4,000.00	1,200.00	0.00	To Be Advised
Total Client		**JHET001**			**Jhet Sparrow**					**4,000.00**	**1,200.00**	**0.00**	
06060002	A	21/08/07	21/08/08		PIGOUT	Harry and Mary Smith	Travel	Zurich Australian Insurance	AUD	1,000.00	200.00	0.00	To Be Advised
06060003	A	22/08/07	22/08/08		PIGOUT	Harry and Mary Smith	Bankers Blanket Bond/El	ALLIANZ AUSTRALIA INSURAN	AUD	10,000.00	2,000.00	400.00	BBB000002
Total Client		**PIGOUT**			**Harry Smith t/as Pig Out Cafe**					**11,000.00**	**2,200.00**	**400.00**	
06070027	A	24/07/07	24/07/08		THOM01	Thomas Gail	BUSINESS	QBE/Mercantile Mutual	AUD	25,000.00	4,875.00	2,500.00	PBI0100044 PBI0100044
Total Client		**THOM01**			**Thomas Gail**					**25,000.00**	**4,875.00**	**2,500.00**	
Total Exec		**ANDS**			**Sheri Andrews**					**58,500.00**	**9,825.00**	**3,650.00**	

Outstanding Renewals By Client By Debtor

This report is intended for Underwriting Agents as it also shows the Broker for each policy rather than just the Insured.



The following Sort/Select criteria can be input:

Company Branch
Division
Insurer
Policy Class
Client Code
Expiry Date Range

Both Division and Policy Class are multi-value fields which means several can be included at a time.

BA INSURANCE SYSTEMS

Outstanding Renewals Report by Client by Debtor
Company/Branch 0 BA INSURANCE SYSTEMS
Division COM
Period Start 01/06/2008 Period End 01/09/2008

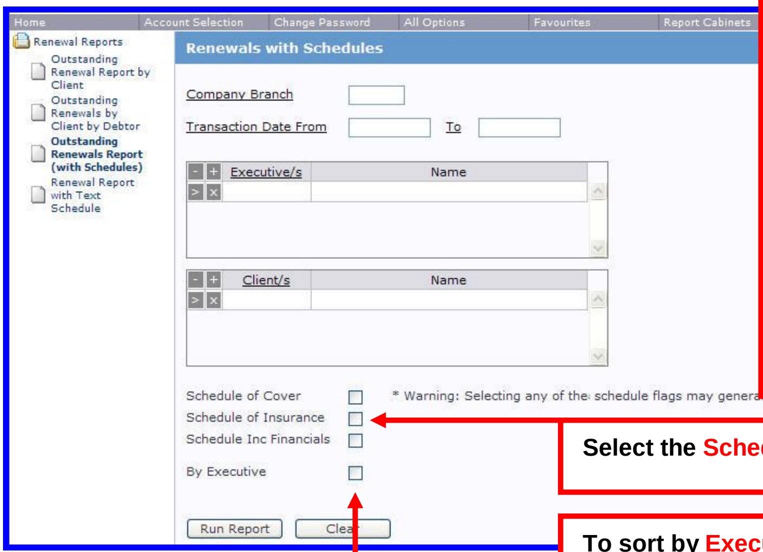
01 JUN 2008 - 17:33

Memo No.	St	Start	End	Insured	Insured Name	Insureds Address	Class Description	Brokers Name	Premium	Curr
07060004	A	07/06/07	07/06/08	ANTZ	Antz Pantz Pty Ltd	PO Box 123 North Sydney NSW 2059	BUSINESS	NetSub Brokers	100.00	AUD
07060002	A	07/06/07	07/06/08	MICKE	MICKEY MOUSE PTY LTD	12 CENTRAL STREET DISNEYLAND CA 2222	BUSINESS	NetSub Brokers	356.78	AUD
07060003	A	07/06/07	07/06/08	PIGOUT	Harry and Mary Smith	P.O. Box 12345 North Sydney NSW 2060	BUSINESS	NetSub Brokers	[illegible]	[illegible]
07060012	A	20/06/07	20/06/08	DOE001	John Doe	123 ABC street Beenleigh, QLD 4207	BUSINESS	NetSub Brokers	350.00	AUD
06060020	A	22/06/07	22/06/08	PIGOUT	Harry and Mary Smith	P.O. Box 12345 North Sydney NSW 2060	BUSINESS	NetSub Brokers	5,555.00	AUD
07060013	A	30/06/07	30/06/08	ABCP001	ABC Promotions	123 Main Street Brisbane, QLD 4000	BUSINESS	NetSub Brokers	2,000.00	AUD
06070029	A	01/07/07	01/07/08	ANTZ	Antz Pantz Pty Ltd	PO Box 123 North Sydney NSW 2059	pulse	NetSub Brokers	10,000.00	AUD
06070027	A	24/07/07	24/07/08	THOM01	Thomas Gail	4/106 BayRoad Waverton NSW 2060	BUSINESS	NetSub Brokers	25,000.00	AUD
02070002	A	29/07/07	29/07/08	BCIB	SYDNEY HARBOUR HOTEL	C/- cbgjccj vasdhvs BBBBBBB 2000	BUSINESS	NetSub Brokers	1,000.00	AUD
06060002	A	21/08/07	21/08/08	PIGOUT	Harry and Mary Smith	P.O. Box 12345 North Sydney NSW 2060	Travel	NetSub Brokers	1,000.00	AUD

This is an example of the report, showing who the Broker is for each policy.

Outstanding Renewals Report (With Schedules)

This report is intended for those using **Standard Schedules** who wish to print a copy of the latest schedule for each policy on the Renewals Report.



As with the report above, the following Sort/Select criteria can be input:

Company Branch
Division
Insurer
Policy Class
Client Code
Expiry Date Range

Both Division and Policy Class are multi-value fields which means several can be included at a time.

Select the Schedule documents to be printed here.

To sort by Executive tick this box.

BA INSURANCE SYSTEMS

Outstanding Renewal Report

Company 0 BA INSURANCE SYSTEMS

Period from 01/05/2008 to 01/09/2008

01 JUN 2008 -

Memorandum No	Status	End	Insured Name	Class Description	Insurer Name	Premium	Policy No	
07050005	X	01/05/08	Copy Cat Pty Ltd	BUSINESS	Zurich Australian Insurance	1,860.00	To Be Advise	
06050008	X	04/05/08	McHudden P/L	BUSINESS	cgu insurance	5,500.00	20065454DC	
03050021	X	19/05/08	ULLADULLA BUS LINES	Commercial Package	ALLIANZ AUSTRALIA INSURANCE LTD	2,130.00	COM000016	
07050008	X	22/05/08	Test Account	Public/Products Liability	Zurich Australian Insurance	1,000.00	To Be Advise	
02040007	A	31/05/08	Harry and Mary Smith	Commercial Motor Vehicle	Zurich Australian Insurance	620.00	999-457343-	
07110016	A	31/05/08	Harry and Mary Smith	Commercial Motor Vehicle	Zurich Australian Insurance	320.00	CMV/000019	
07110017	A	31/05/08	Harry and Mary Smith	Commercial Motor Vehicle	Zurich Australian Insurance	300.00	CMV/000020	
07060005	A	01/06/08	Happy Gilmore Golf Academy	Commercial Motor Vehicle	Zurich Australian Insurance	346.40	CMV000016	
07060006	A	01/06/08	Happy Gilmore Golf Academy	Public/Products Liability	Zurich Australian Insurance	669.00	To Be Advise	
07060001	A	05/06/08	,,	pulse	cgu insurance	1,000.00	AD	
06060005	A	07/06/08	,,	pulse	cgu insurance	5,555.00	TEST010017	STAP
07060004	A	07/06/08	Antz Pantz Pty Ltd	BUSINESS	Zurich Australian Insurance	100.00	SADSDASDASDSDA	ANDS
07060003	A	07/06/08	Harry and Mary Smith	BUSINESS	cgu insurance	5,000.00	To Be Advised	ANDS
07060002	A	07/06/08	MICKEY MOUSE PTY LTD	BUSINESS	NRMA Insurance	356.78	To Be Advised	ANDS
06060009	A	09/06/08	,,	Industrial Special Risks	cgu insurance	500.00	To Be Advised	STAP
07060012	A	20/06/08	John Doe	BUSINESS	Overseas Underwriter	350.00	To Be Advised	ANDS
06060020	A	22/06/08	Harry and Mary Smith	BUSINESS	Zurich Australian Insurance	5,555.00	PBI060001	ANDS
06060025	A	27/06/08	,,	BUSINESS	cgu insurance	10,000.00	pbi	STAP
07090001	A	30/06/08	,,	pulse	cgu insurance	1,000.00	To Be Advised	STAP
07060013	A	30/06/08	ABC Promotions	BUSINESS	Overseas Underwriter	2,000.00	To Be Advised	ANDS
07080004	A	30/06/08	Document Testing Account	BUSINESS PACK	Test Underwriter	622.40	To Be Advised	STAP
06070029	A	01/07/08	Antz Pantz Pty Ltd	pulse	Chubb Insurance Company Australia Pty Ltd	10,000.00	TEST010018	ANDS
07070002	A	01/07/08	Jay01	MONEY	Vero Insurance	1,000.00	NEL000006	STAP
06070031	A	01/07/08	Jenell and assoc	pulse	cgu insurance	1.00	chan01	STAP
07070003	A	16/07/08	,,	pulse	Overseas Underwriter	1,000.00	To Be Advised	STAP
07070004	A	16/07/08	,,	pulse	Overseas Underwriter	1,000.00	To Be Advised	STAP
07070005	A	16/07/08	,,	pulse	Overseas Underwriter	1,000.00	To Be Advised	STAP
07070006	A	17/07/08	,,	pulse	cgu insurance	1,000.00	AD	STAP
06070019	A	19/07/08	,,	jenells class	cgu insurance	1.00	TEST000001	STAP
06070020	A	19/07/08	,,	MONEY	cgu insurance	1.00	TEST000001	STAP

This is an example of the report. The selected schedule documents will also be printed for each policy listed on the report.

Renewal Report With Text Schedule

This report gives a range of **sort/select** options and produces several versions of the report. If you are using **Text Based Schedules** you will also be able to produce two detailed versions which include the full schedule.

NOTE - You must select an Expiry Date From and Date To and at least one Sort Sequence to run this report.

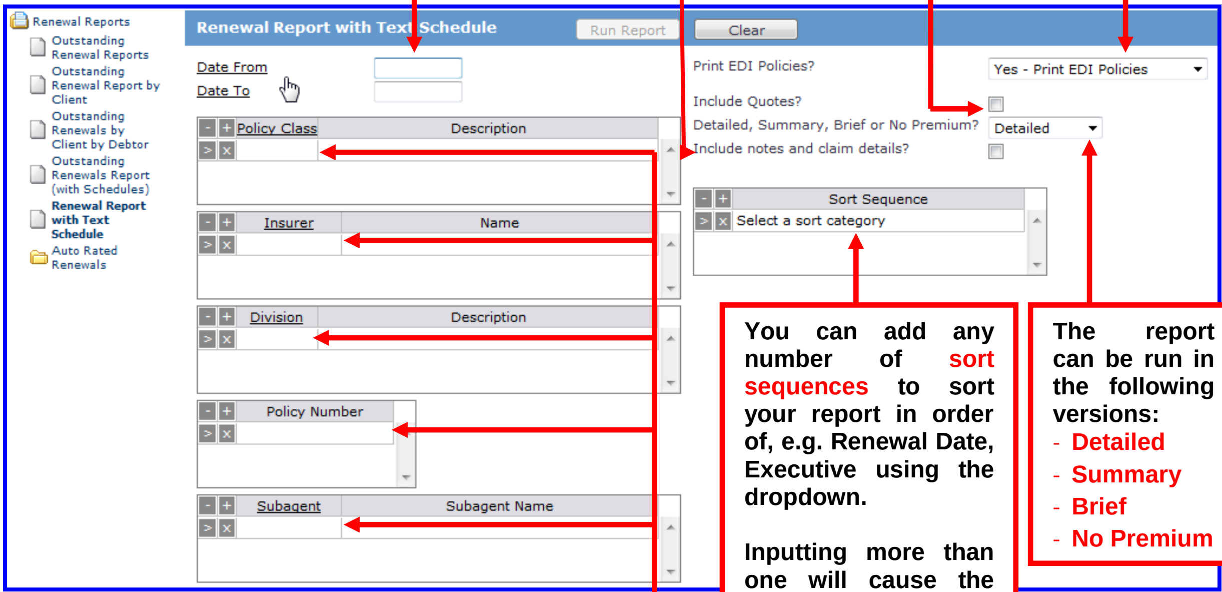
Input the expiry date range to be reported on.

You must enter these dates to run the report.

Choose to include quotes by ticking here.

Using the options in the drop down menu you can determine the treatment of EDI policies (Sunrise)

Choose to include notes and claim details by ticking here.



You can add any number of sort sequences to sort your report in order of, e.g. Renewal Date, Executive using the dropdown.

Inputting more than one will cause the report to be sorted in order of your first selection first and then your second etc.

This allows you to sort by Exec and then have each Exec's policies sorted by Renewal Date for example.

The report can be run in the following versions:
- Detailed
- Summary
- Brief
- No Premium

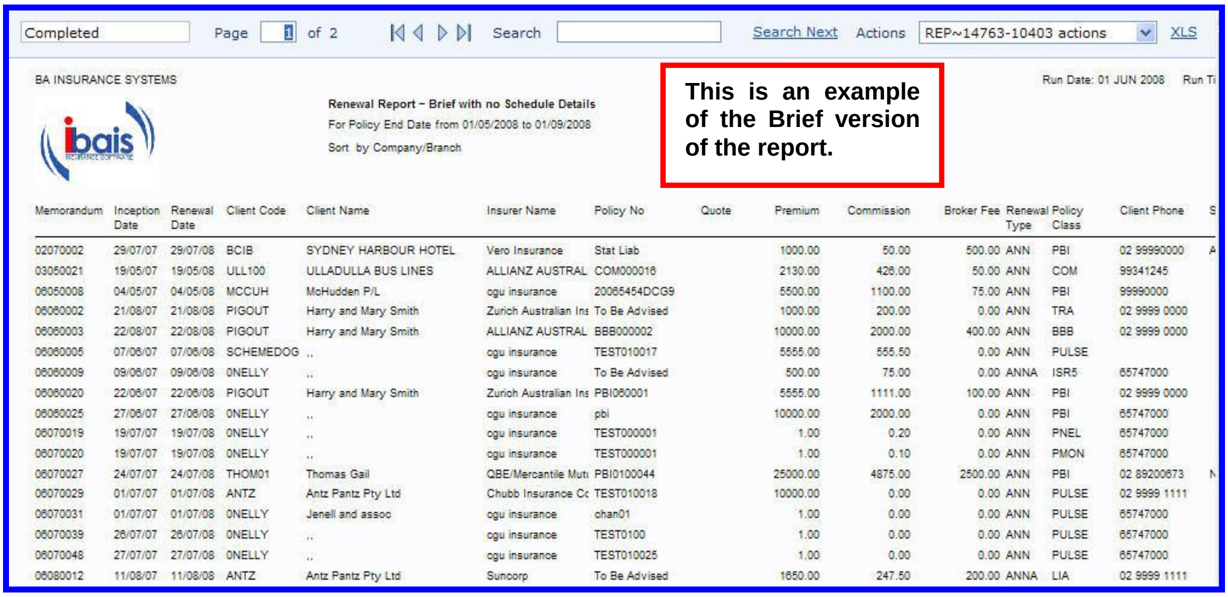
Inputting one or more of the above will select only those options input.

i.e. Inputting one or more Insurer codes will select only those policies held by those insurers.

Leaving any of these options BLANK means all will be included.

Note - A new option to include specific Subagents has now been included.

Click on **Run Report** when you have enter the expiry **Date From** and **Date To** fields and any other selections you have made for the report.


Completed Page 1 of 2 Search Search Next Actions REP~14763-10403 actions XLS

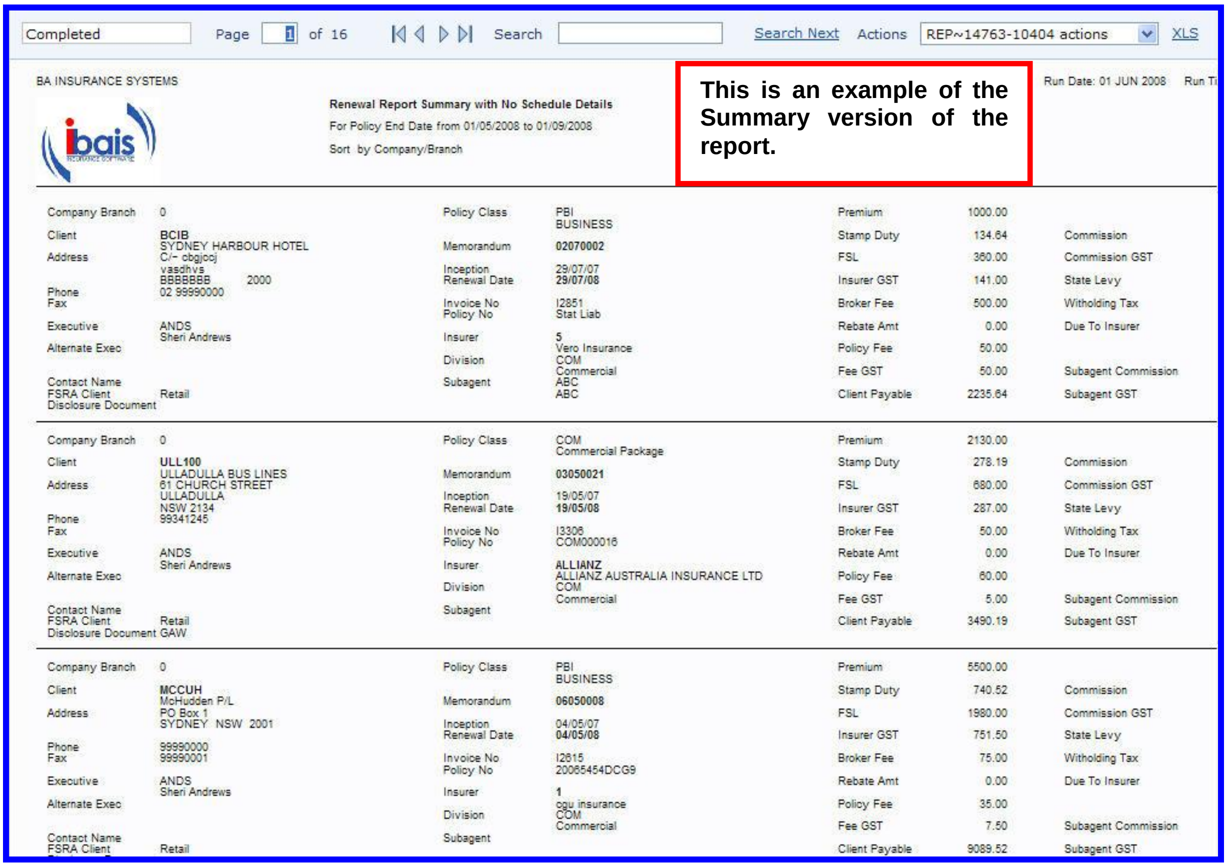
BA INSURANCE SYSTEMS

Renewal Report – Brief with no Schedule Details
For Policy End Date from 01/05/2008 to 01/09/2008
Sort by Company/Branch

Run Date: 01 JUN 2008

This is an example of the Brief version of the report.

Memorandum	Inception Date	Renewal Date	Client Code	Client Name	Insurer Name	Policy No	Quote	Premium	Commission	Broker Fee	Renewal Type	Policy Class	Client Phone
02070002	29/07/07	29/07/08	BCIB	SYDNEY HARBOUR HOTEL	Vero Insurance	Stat Liab		1000.00	50.00	500.00	ANN	PBI	02 99990000
03050021	19/05/07	19/05/08	ULL100	ULLADULLA BUS LINES	ALLIANZ AUSTRAL	COM000016		2130.00	426.00	50.00	ANN	COM	99341245
06050008	04/05/07	04/05/08	MCCUH	McHudden P/L	cgu insurance	20065454DCG9		5500.00	1100.00	75.00	ANN	PBI	99990000
06060002	21/08/07	21/08/08	PIGOUT	Harry and Mary Smith	Zurich Australian Ins	To Be Advised		1000.00	200.00	0.00	ANN	TRA	02 9999 0000
06060003	22/08/07	22/08/08	PIGOUT	Harry and Mary Smith	ALLIANZ AUSTRAL	BBB000002		10000.00	2000.00	400.00	ANN	BBB	02 9999 0000
06060005	07/06/07	07/06/08	SCHEMEDOG	,,	cgu insurance	TEST010017		5555.00	555.50	0.00	ANN	PULSE	
06060009	09/06/07	09/06/08	ONELLY	,,	cgu insurance	To Be Advised		500.00	75.00	0.00	ANNA	ISR5	65747000
06060020	22/06/07	22/06/08	PIGOUT	Harry and Mary Smith	Zurich Australian Ins	PBI060001		5555.00	1111.00	100.00	ANN	PBI	02 9999 0000
06060025	27/06/07	27/06/08	ONELLY	,,	cgu insurance	pbi		10000.00	2000.00	0.00	ANN	PBI	65747000
06070019	19/07/07	19/07/08	ONELLY	,,	cgu insurance	TEST000001		1.00	0.20	0.00	ANN	PNEL	65747000
06070020	19/07/07	19/07/08	ONELLY	,,	cgu insurance	TEST000001		1.00	0.10	0.00	ANN	PMON	65747000
06070027	24/07/07	24/07/08	THOM01	Thomas Gail	QBE/Mercantile Mut	PBI0100044		25000.00	4875.00	2500.00	ANN	PBI	02 89200673
06070029	01/07/07	01/07/08	ANTZ	Antz Pantz Pty Ltd	Chubb Insurance Co	TEST010018		10000.00	0.00	0.00	ANN	PULSE	02 9999 1111
06070031	01/07/07	01/07/08	ONELLY	Jenell and assoc	cgu insurance	chan01		1.00	0.00	0.00	ANN	PULSE	65747000
06070039	26/07/07	26/07/08	ONELLY	,,	cgu insurance	TEST0100		1.00	0.00	0.00	ANN	PULSE	65747000
06070048	27/07/07	27/07/08	ONELLY	,,	cgu insurance	TEST010025		1.00	0.00	0.00	ANN	PULSE	65747000
06080012	11/08/07	11/08/08	ANTZ	Antz Pantz Pty Ltd	Suncorp	To Be Advised		1650.00	247.50	200.00	ANNA	LIA	02 9999 1111


Completed Page 1 of 16 Search Search Next Actions REP~14763-10404 actions XLS

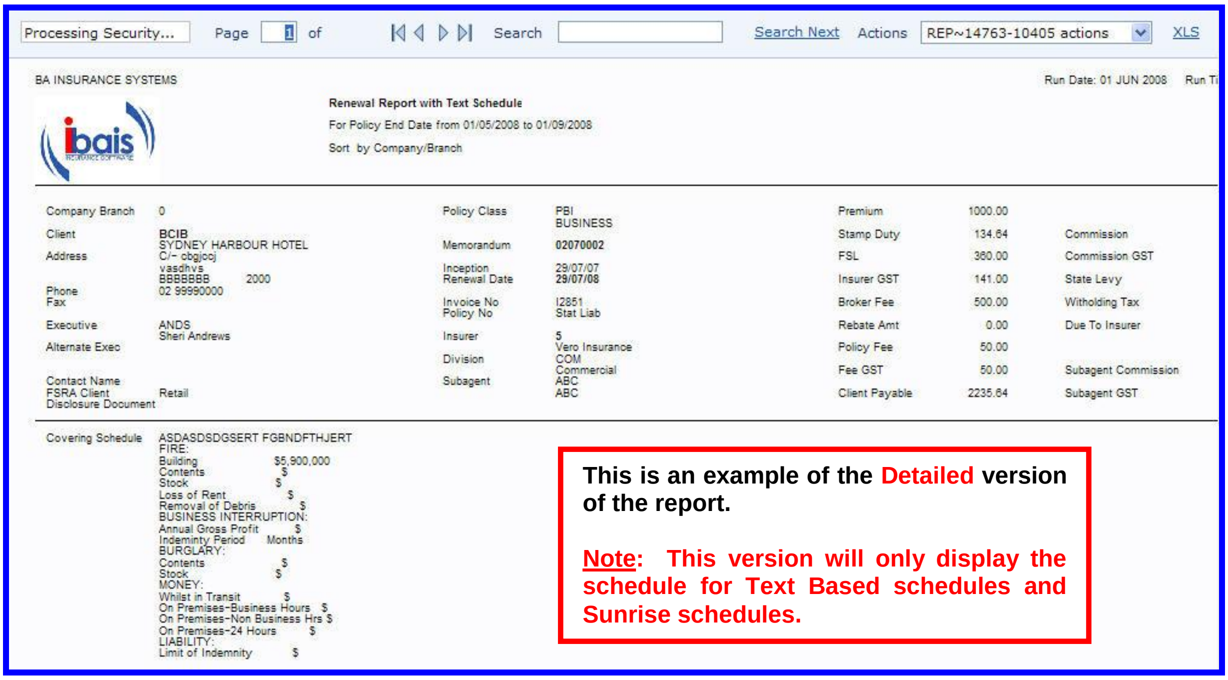
BA INSURANCE SYSTEMS

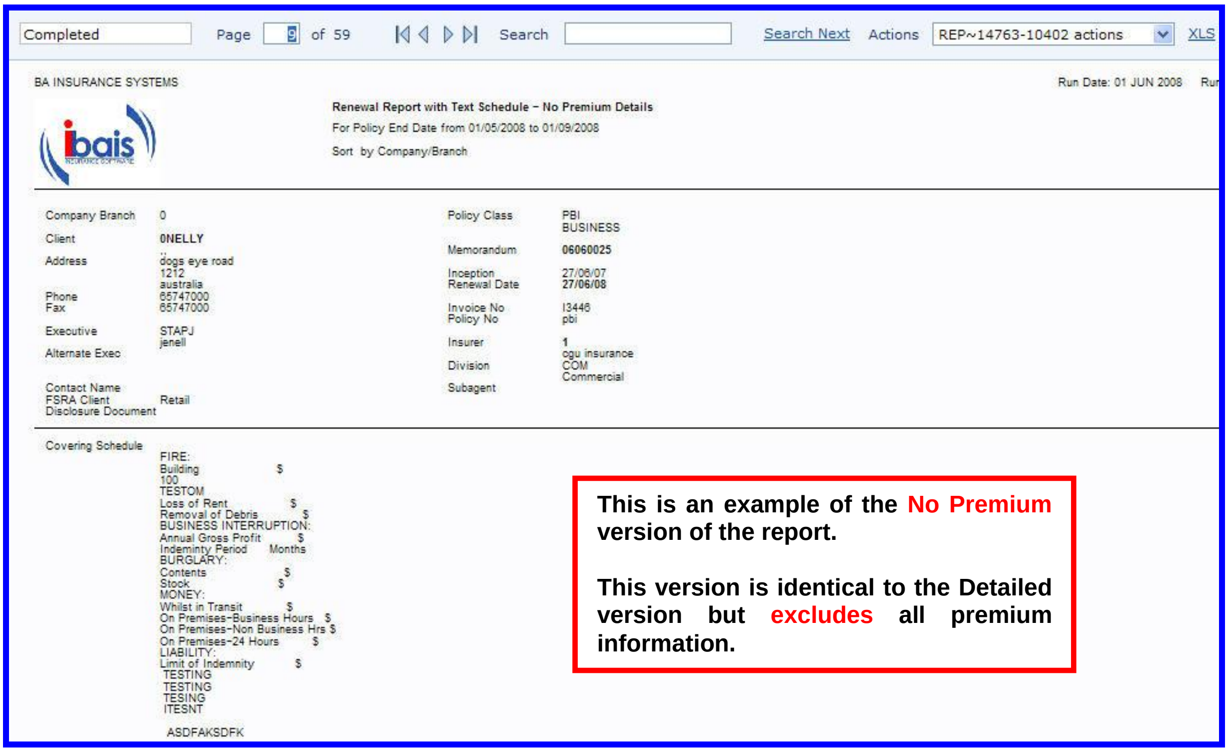
Renewal Report Summary with No Schedule Details
For Policy End Date from 01/05/2008 to 01/09/2008
Sort by Company/Branch

Run Date: 01 JUN 2008

This is an example of the Summary version of the report.

Company Branch	0	Policy Class	PBI BUSINESS	Premium	1000.00	
Client	BCIB SYDNEY HARBOUR HOTEL	Memorandum	02070002	Stamp Duty	134.64	Commission
Address	C/- cbgjccj vasdhvs BBBBBBB 2000	Inception / Renewal Date	29/07/07 / 29/07/08	FSL	360.00	Commission GST
Phone / Fax	02 99990000	Invoice No / Policy No	I2851 / Stat Liab	Insurer GST	141.00	State Levy
Executive	ANDS Sheri Andrews	Insurer	5 Vero Insurance	Broker Fee	500.00	Witholding Tax
Alternate Exec		Division	COM Commercial	Rebate Amt	0.00	Due To Insurer
		Subagent	ABC ABC	Policy Fee	50.00	
Contact Name				Fee GST	50.00	Subagent Commission
FSRA Client	Retail			Client Payable	2235.64	Subagent GST
Disclosure Document						
Company Branch	0	Policy Class	COM Commercial Package	Premium	2130.00	
Client	ULL100 ULLADULLA BUS LINES	Memorandum	03050021	Stamp Duty	278.19	Commission
Address	61 CHURCH STREET ULLADULLA NSW 2134	Inception / Renewal Date	19/05/07 / 19/05/08	FSL	680.00	Commission GST
Phone / Fax	99341245	Invoice No / Policy No	I3306 / COM000016	Insurer GST	287.00	State Levy
Executive	ANDS Sheri Andrews	Insurer	ALLIANZ ALLIANZ AUSTRALIA INSURANCE LTD	Broker Fee	50.00	Witholding Tax
Alternate Exec		Division	COM Commercial	Rebate Amt	0.00	Due To Insurer
		Subagent		Policy Fee	60.00	
Contact Name				Fee GST	5.00	Subagent Commission
FSRA Client	Retail			Client Payable	3490.19	Subagent GST
Disclosure Document	GAW					
Company Branch	0	Policy Class	PBI BUSINESS	Premium	5500.00	
Client	MCCUH McHudden P/L	Memorandum	06050008	Stamp Duty	740.52	Commission
Address	PO Box 1 SYDNEY NSW 2001	Inception / Renewal Date	04/05/07 / 04/05/08	FSL	1980.00	Commission GST
Phone / Fax	99990000 / 99990001	Invoice No / Policy No	I2615 / 20065454DCG9	Insurer GST	751.50	State Levy
Executive	ANDS Sheri Andrews	Insurer	1 cgu insurance	Broker Fee	75.00	Witholding Tax
Alternate Exec		Division	COM Commercial	Rebate Amt	0.00	Due To Insurer
		Subagent		Policy Fee	35.00	
Contact Name				Fee GST	7.50	Subagent Commission
FSRA Client	Retail			Client Payable	9089.52	Subagent GST





GST/VAT Reporting

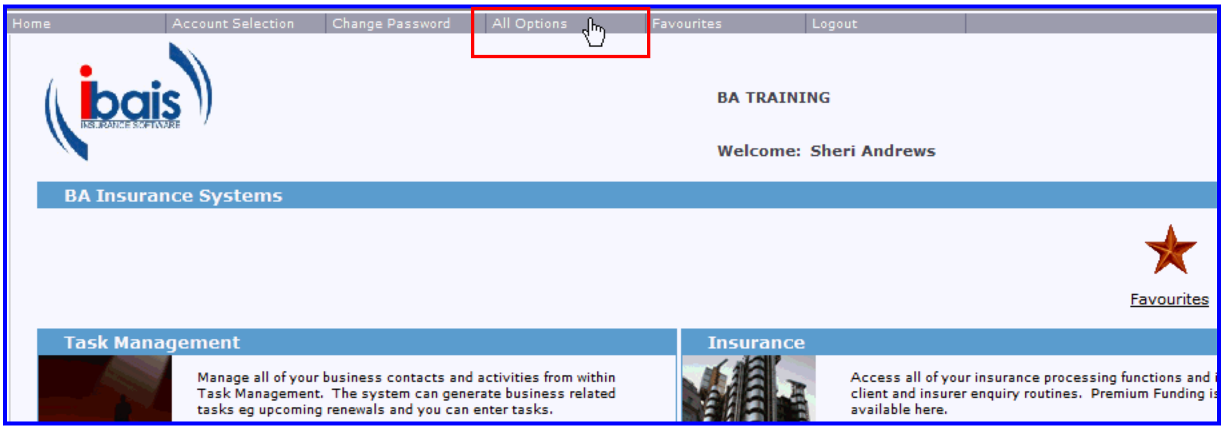
Please refer to the Accounting chapter of the manual for instructions on available GST/VAT reports and how to run them.

Trust Accounting Reports

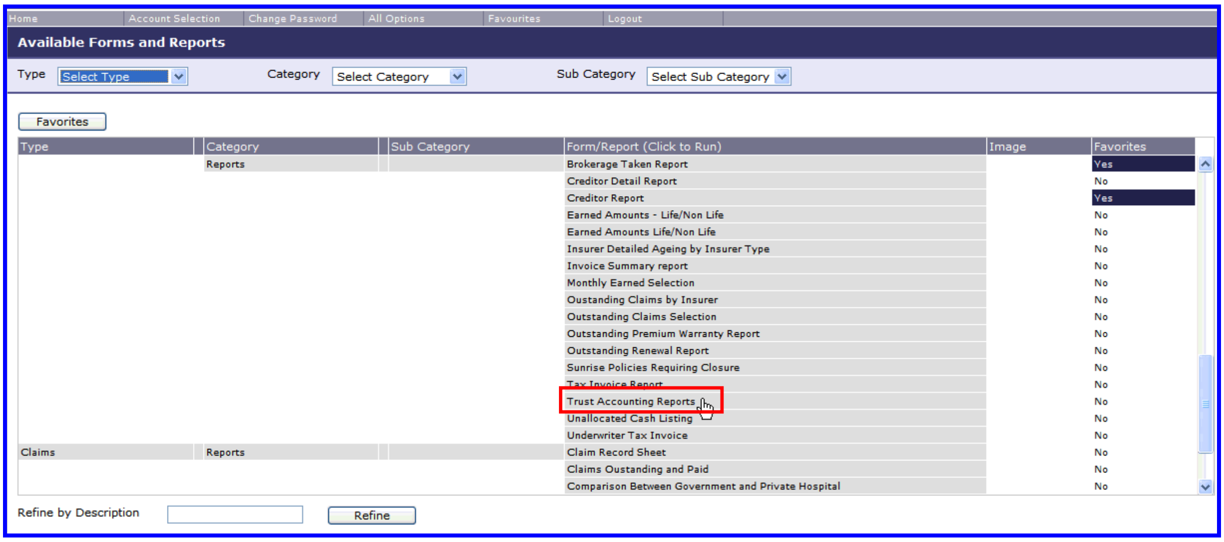
Trust Accounting Reports are designed to provide information on the state of the business from a trust banking perspective. All of these reports provide information on funds either in the trust bank, or owed to or from the trust bank(s) for the Broker, Clients, Insurers, Subagents, Statutory Authorities etc.

To ensure that these reports will balance to each other, there must be no processing done on the system between running one report, and another that it is to balance to.

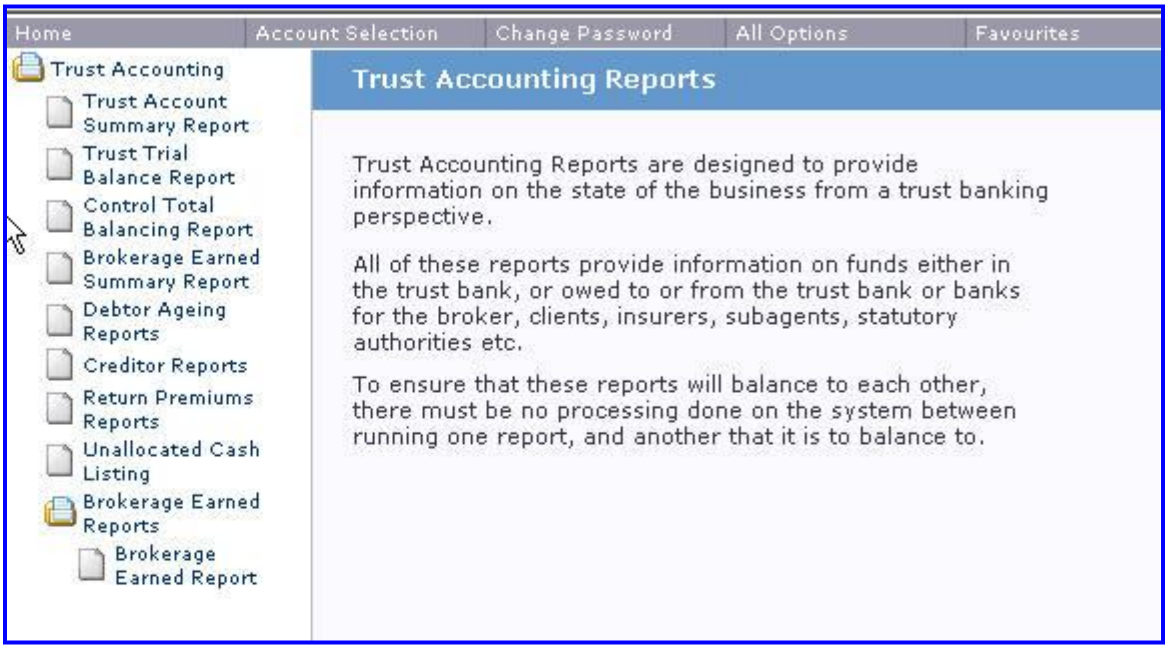
To run the Trust Accounting Reports click on **All Options** to display the available menu items.



Please note that your list of available items may differ from the one shown here as there are different security settings in place within many databases.



Selecting **Trust Accounting Reports** from the menu above displays the following screen:



Each of the reports can be selected from the left hand side. You should run the **Trust Account Summary** first as this one creates the file used by the others.

Trust Accounting Reports

Following is a listing of the Trust Accounting Reports. A brief description of each report is provided for your reference.

Trust Account Summary Report – This is the report required by ASIC for licensing of Brokers in Australia under current legislation. The report consists of two parts: **Section 26 and Section 27.**

Trust Trial Balance Report – This report gives a more detailed analysis of the Section 27 report.

Control Total Balancing Report – This report gives a full picture of your broking business, including all outstanding debtor and creditor amounts and all received amounts.

Brokerage Earned Summary Report – This report gives an overview of the opening balance amount, brokerage earned and taken during the period, the closing balance and the amount available to draw.

Debtor Ageing Reports – This report shows all invoiced items owed to you by a debtor, this is broken down into current, 30, 60 and 90+ days, it also includes all monies in unallocated cash.

Creditor Reports – This report shows, broken down into days, all items outstanding against a creditor. Selection criteria can be used to narrow this down to Fully, Part Paid, Unpaid and Return Premium items if required.

Return Premiums Reports – This report identifies any transactions where a credit has been taken from the creditor but not yet paid to the client, or paid to the client but not yet taken from the creditor.

Unallocated Cash Listing – This report shows all receipts which remain fully or partially unallocated.

Brokerage Earned Reports

Brokerage Earned Report – This is detailed report showing all fees, commission, sub agent's commission and GST earned in a selected period or transaction date range.

Brokerage Taken Report – This is a detailed report showing all fees, commission, sub agent's commission and GST taken in a selected period or transaction date range.

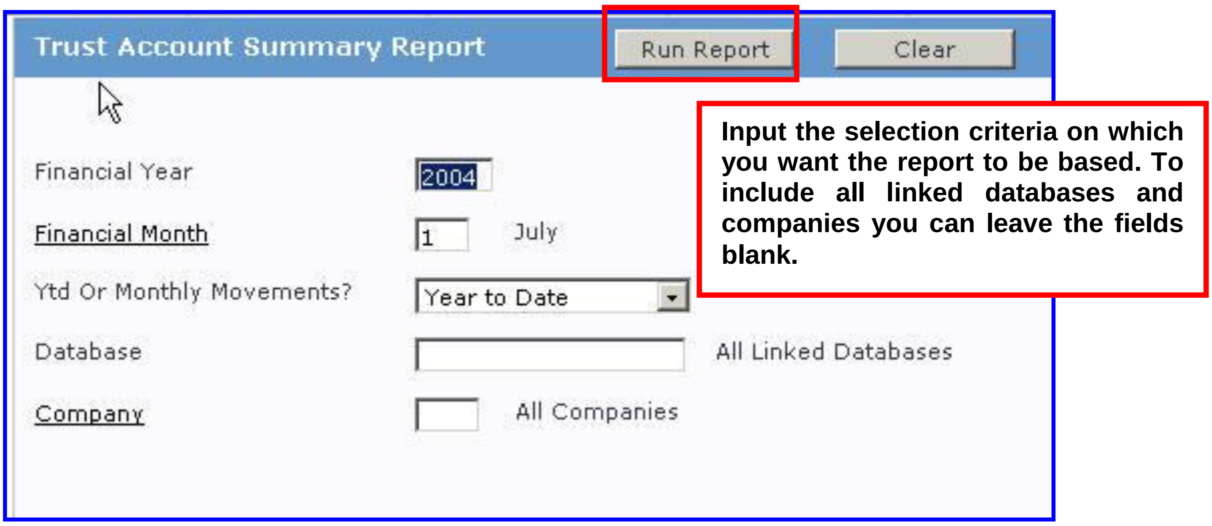
Below is a more comprehensive description of each report and details on how to run the report.

Trust Account Summary Report

This function allows you to run a **Trust Account Summary Report.** The report is required by ASIC for licensing of Brokers in Australia under current legislation. The report consists of two parts:

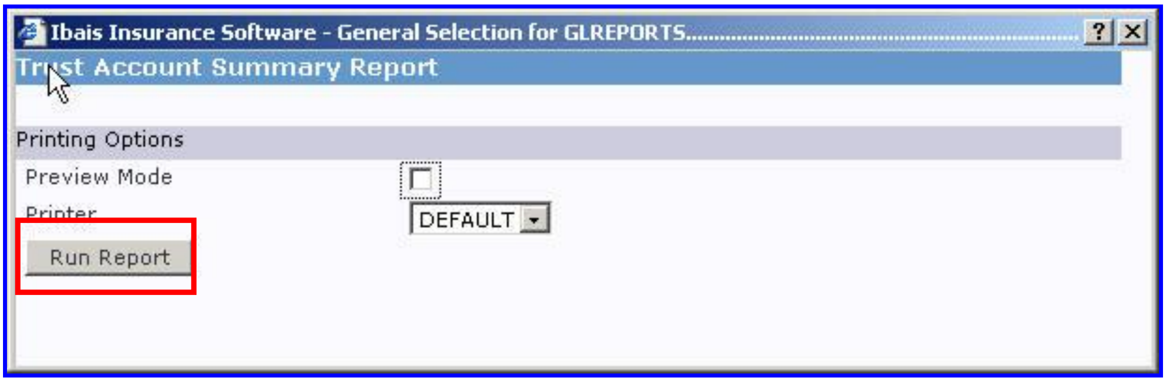
Section 26 on the left hand side of the report is the running total of the trust bank accounts based on the opening balances and movements in and out during the year.

Section 27 on the right hand side of the report gives a snap shot of the trust accounts at a point in time and provides a break down of whom the amounts are held in trust for. This report includes only amounts receipted into the Trust Account.

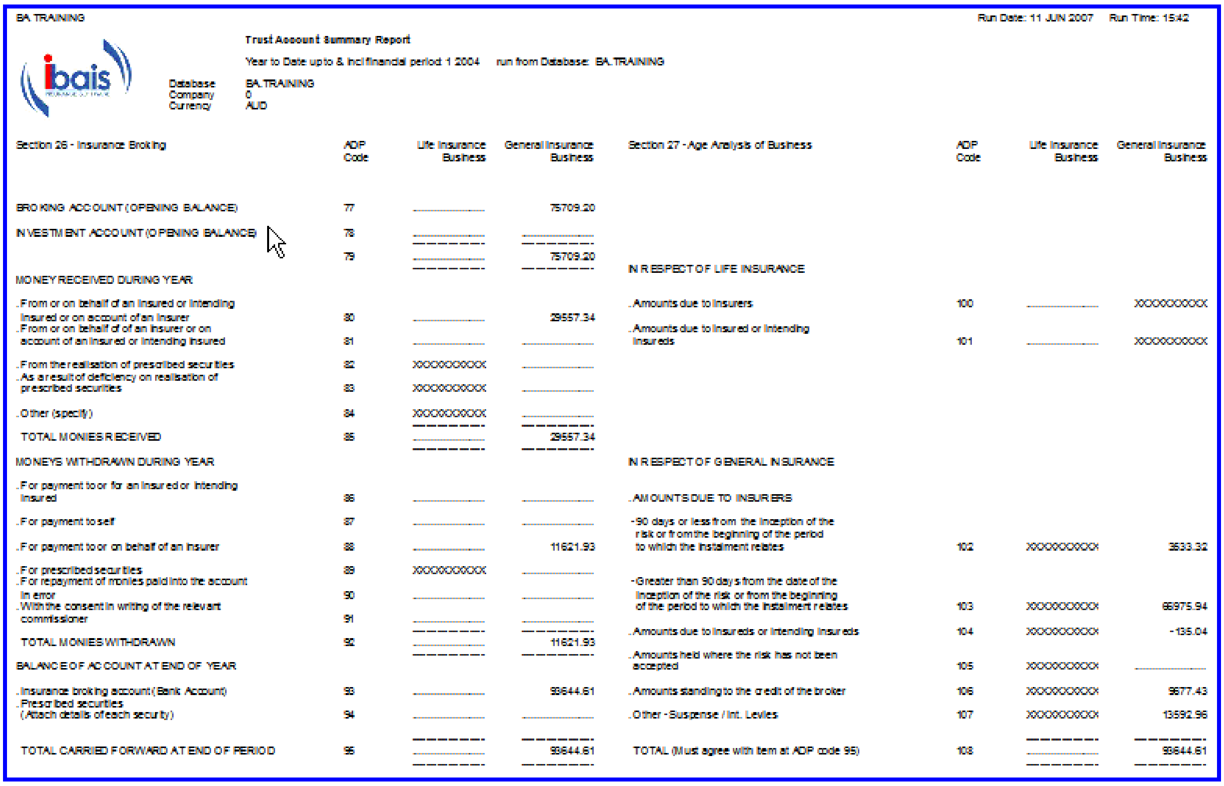


All reports generated in ibais will display a screen similar to the one shown below, where you can select to preview the report, or send to your printer.

Click **Run Report** when selection criteria has been input.



An example of the **Trust Account Summary Report** is reproduced here.



BA TRAINING

Run Date: 11 JUN 2007 Run Time: 15:42

Trust Account Summary Report

Year to Date upto & incl financial period 1 2004 run from Database: BA.TRAINING

Database BA.TRAINING
Company 0
Currency AUD

Section 26 - Insurance Broking	ADP Code	Life Insurance Business	General Insurance Business
BROKING ACCOUNT (OPENING BALANCE)	77	....	75709.20
INVESTMENT ACCOUNT (OPENING BALANCE)	78	....	....
	79	....	75709.20
MONEY RECEIVED DURING YEAR			
.From or on behalf of an Insured or Intending Insured or on account of an Insurer	80	....	29557.34
.From or on behalf of of an Insurer or on account of an Insured or Intending Insured	81	....	....
.From the realisation of prescribed securities	82	XXXXXXXXXX	....
.As a result of deficiency on realisation of prescribed securities	83	XXXXXXXXXX	....
.Other (specify)	84	XXXXXXXXXX	....
TOTAL MONIES RECEIVED	85	....	29557.34
MONEYS WITHDRAWN DURING YEAR			
.For payment to or for an Insured or Intending Insured	86	....	....
.For payment to self	87	....	....
.For payment to or on behalf of an Insurer	88	....	11621.93
.For prescribed securities	89	XXXXXXXXXX	....
.For repayment of monies paid into the account in error	90	....	....
.With the consent in writing of the relevant commissioner	91	....	....
TOTAL MONIES WITHDRAWN	92	....	11621.93
BALANCE OF ACCOUNT AT END OF YEAR			
.Insurance broking account (Bank Account)	93	....	93644.61
.Prescribed securities (Attach details of each security)	94	....	....
TOTAL CARRIED FORWARD AT END OF PERIOD	95	....	93644.61

Section 27 - Age Analysis of Business	ADP Code	Life Insurance Business	General Insurance Business
IN RESPECT OF LIFE INSURANCE			
.Amounts due to Insurers	100	....	XXXXXXXXXX
.Amounts due to Insured or Intending Insureds	101	....	XXXXXXXXXX
IN RESPECT OF GENERAL INSURANCE			
.AMOUNTS DUE TO INSURERS			
-90 days or less from the inception of the risk or from the beginning of the period to which the instalment relates	102	XXXXXXXXXX	3533.32
-Greater than 90 days from the date of the inception of the risk or from the beginning of the period to which the instalment relates	103	XXXXXXXXXX	66975.94
.Amounts due to Insureds or Intending Insureds	104	XXXXXXXXXX	-135.04
.Amounts held where the risk has not been accepted	105	XXXXXXXXXX	....
.Amounts standing to the credit of the broker	106	XXXXXXXXXX	9677.43
.Other - Suspense / Int. Levies	107	XXXXXXXXXX	13592.96
TOTAL (Must agree with item at ADP code 95)	108	....	93644.61

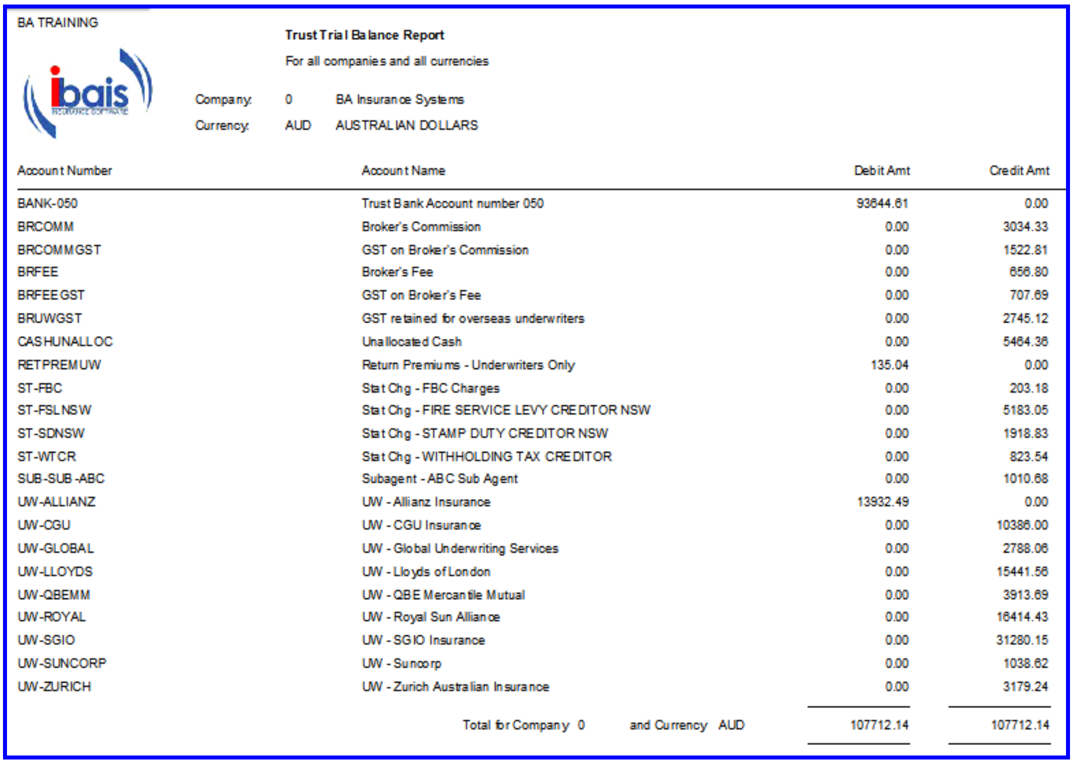
Trust Trial Balance Report

This function allows you to run a **Trust Trial Balance Report**. The report gives a more detailed analysis of the section 27 report.

Input the **Company** and **Currency** you wish to run the report for, or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run Report**.

A sample **Trust Trial Balance Report** is reproduced here:



BA TRAINING

Trust Trial Balance Report

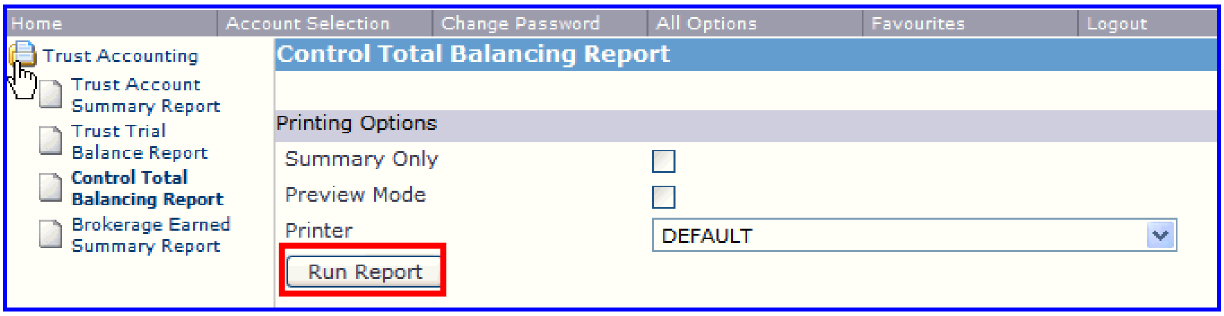
For all companies and all currencies

Company: 0 BA Insurance Systems

Currency: AUD AUSTRALIAN DOLLARS

Account Number	Account Name	Debit Amt	Credit Amt
BANK-050	Trust Bank Account number 050	93644.61	0.00
BRCOMM	Broker's Commission	0.00	3034.33
BRCOMMGST	GST on Broker's Commission	0.00	1522.81
BRFEE	Broker's Fee	0.00	656.80
BRFEEGST	GST on Broker's Fee	0.00	707.69
BRUWGST	GST retained for overseas underwriters	0.00	2745.12
CASHUNALLOC	Unallocated Cash	0.00	5464.36
RETPREMUW	Return Premiums - Underwriters Only	135.04	0.00
ST-FBC	Stat Chg - FBC Charges	0.00	203.18
ST-FSLNSW	Stat Chg - FIRE SERVICE LEVY CREDITOR NSW	0.00	5183.05
ST-SDNSW	Stat Chg - STAMP DUTY CREDITOR NSW	0.00	1918.83
ST-WTCR	Stat Chg - WITHHOLDING TAX CREDITOR	0.00	823.54
SUB-SUB-ABC	Subagent - ABC Sub Agent	0.00	1010.68
UW-ALLIANZ	UW - Allianz Insurance	13932.49	0.00
UW-CGU	UW - CGU Insurance	0.00	10386.00
UW-GLOBAL	UW - Global Underwriting Services	0.00	2788.06
UW-LLOYDS	UW - Lloyds of London	0.00	15441.56
UW-QBEMM	UW - QBE Mercantile Mutual	0.00	3913.69
UW-ROYAL	UW - Royal Sun Alliance	0.00	16414.43
UW-SGIO	UW - SGIO Insurance	0.00	31280.15
UW-SUNCORP	UW - Suncorp	0.00	1038.62
UW-ZURICH	UW - Zurich Australian Insurance	0.00	3179.24
	Total for Company 0 and Currency AUD	107712.14	107712.14

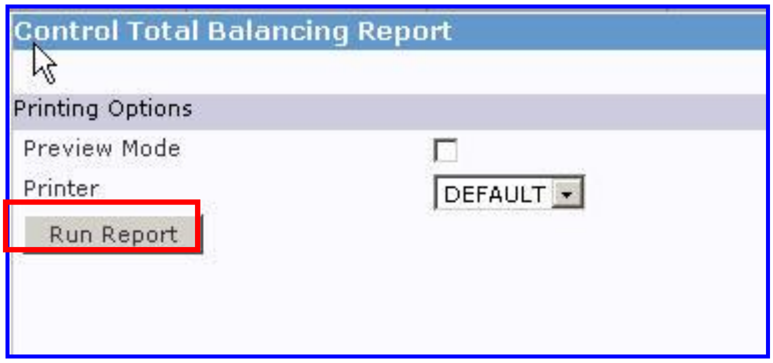
Control Total Balancing Report



For this report you can simply select to **Preview** or send to your **Printer**. Click **Run Report** when selection has been made.

A sample of a **Control Total Balancing Report** is reproduced below:

This function allows you to run a **Control Total Balancing Report**. The report gives a full picture of your broking business, including all outstanding debtor and creditor amounts and all received amounts. The amount at the bottom of this report should equal zero. It can be out a few cents as a result of rounding differences on part paid items which will clear on allocation of the balance of the relevant transaction.



Brokerage Earned Summary Report

This function allows you to run a **Brokerage Earned Summary Report.** The report gives an overview of the opening balance amount, brokerage earned and taken during the period, the closing balance and the amount available to draw.

Input the selection criteria (you can leave **Company** and **Currency** blank to include all Companies and Currencies).

Click **Run Report**.

A sample **Brokerage Earned Summary Report** is reproduced below:

BA TRAINING | Run Date: 11 JUN 2007 | Run Time: 15:49

Brokerage Earned Summary Report

For Financial Year = 2004 and Financial Month = 1 sorted by Company/Branch by Currency

Company: 0 BA Insurance Systems | Company/Branch: 0 BA Insurance Systems

Currency: AUD AUSTRALIAN DOLLARS

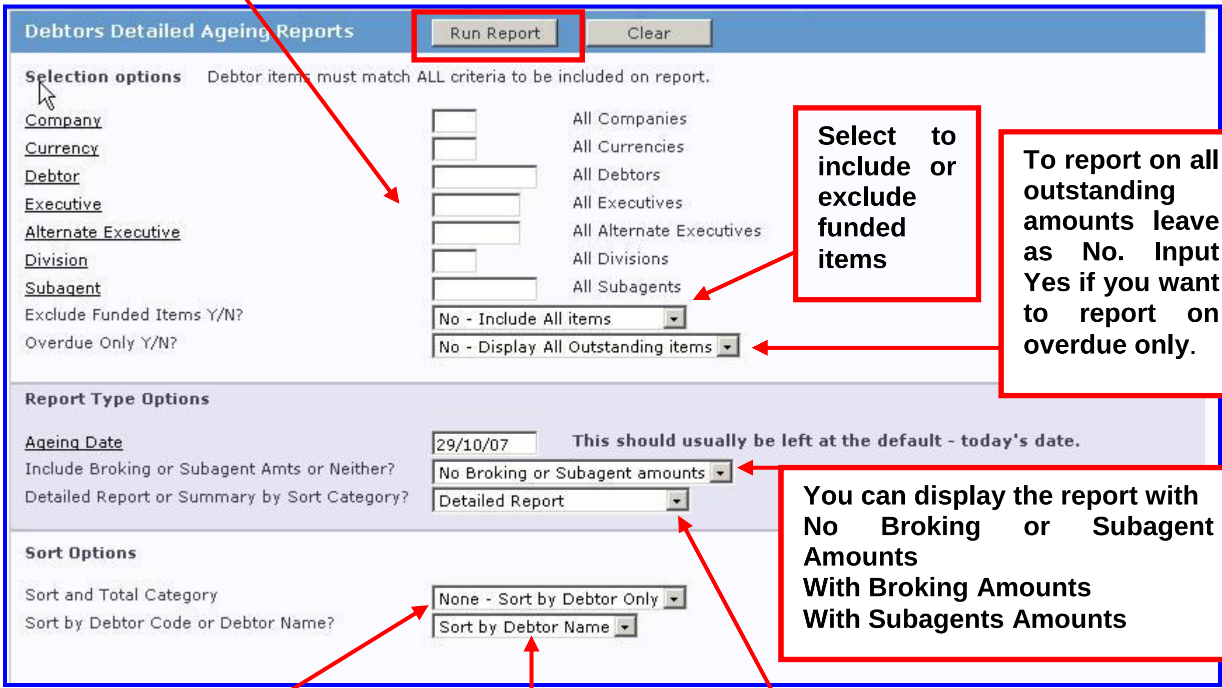
		Client Fees			Commission						
	Foreign Currency Variance	Broker's Fee	Rebate	Fee GST	Broker's Comm (Excl Subagent)	Broker's GST (Excl Subagent)	Subagent Commission	Subagent GST	Overseas Underwriter Retained GST	Claims GST (only if claims paid from trust)	Total of all amounts
Opening Balance	0.00	0.00	0.00	641.69	0.00	1266.22	898.80	89.88	2432.12	0.00	5328.71
Amount Earned	0.00	656.80	0.00	66.00	3034.33	256.59	70.00	7.00	313.00	0.00	4403.72
Amount Taken	0.00	0.00	0.00	0.00	0.00	0.00	-50.00	-5.00	0.00	0.00	-55.00
Avail to Withdraw	0.00	656.80	0.00	707.69	3034.33	1522.81	918.80	91.88	2745.12	0.00	9677.43

Total Broker's Profit (Broker's Commission nett of Subagent Commission + Fee less Rebate + Currency Gain).....	Avail to Withdraw	3691.13
Total of GST (Commission GST incl Subagent GST + Fee GST + Overseas U/W retained GST + Claims GST)....	Avail to Withdraw	5067.50
Total Subagent Amount excluding GST..	Avail to Withdraw	918.80
Total amount in Trust for Brokerage, GST and Currency Gain............................	Avail to Withdraw	9677.43

Debtors Ageing Report

This function allows you to run a **Debtors Ageing Report.** The report shows in detail or summary, all invoiced items owed to you by a debtor, broken down into current, 30, 60 and 90+ days, it also included all monies in unallocated cash.

For all these fields leave blank or specify the selection required.
You can report on one client or if only for a selected client input the client code or look up.



Select to include or exclude funded items

To report on all outstanding amounts leave as No. Input Yes if you want to report on overdue only.

You can display the report with
No Broking or Subagent Amounts
With Broking Amounts
With Subagents Amounts

Reports can be sorted by
Executive
Alternative Executive
Division
Subagent
None – sort by Debtor only

Select sort by Debtor Code or Name

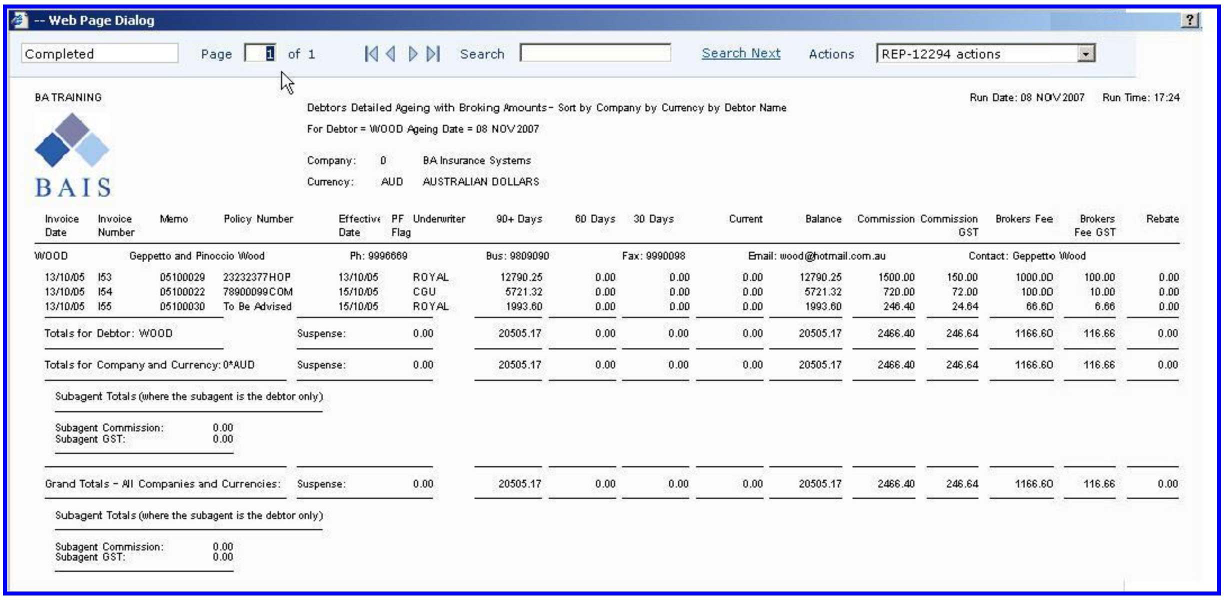
You can run the report Detailed or Summary by Sort Category

Please Note

Ageing Date this defaults to today's date it is usually better to leave the date as the default date unless you wish to see the future position. In this case it will report on the **SAME** transactions but age them based on the date input.

Click **Run Report** when selection criteria has been input.

A Sample **Debtors Ageing Report** is reproduced below:



-- Web Page Dialog

Completed Page 1 of 1 Search Search Next Actions REP-12294 actions

BA TRAINING

BAIS

Debtors Detailed Ageing with Broking Amounts - Sort by Company by Currency by Debtor Name

For Debtor = WOOD Ageing Date = 08 NOV 2007

Company: 0 BA Insurance Systems

Currency: AUD AUSTRALIAN DOLLARS

Run Date: 08 NOV 2007 Run Time: 17:24

Invoice Date	Invoice Number	Memo	Policy Number	Effective Date	PF Flag	Underwriter	90+ Days	60 Days	30 Days	Current	Balance	Commission	Commission GST	Brokers Fee	Brokers Fee GST	Rebate
WOOD	Geppetto and Pinoccio Wood			Ph: 9996669			Bus: 9809090		Fax: 9990098		Email: wood@hotmail.com.au		Contact: Geppetto Wood			
13/10/05	I53	05100029	23232377HOP	13/10/05		ROYAL	12790.25	0.00	0.00	0.00	12790.25	1500.00	150.00	1000.00	100.00	0.00
13/10/05	I54	05100022	78900099COM	15/10/05		CGU	5721.32	0.00	0.00	0.00	5721.32	720.00	72.00	100.00	10.00	0.00
13/10/05	I55	05100030	To Be Advised	15/10/05		ROYAL	1993.60	0.00	0.00	0.00	1993.60	246.40	24.64	66.60	6.66	0.00
Totals for Debtor: WOOD				Suspense:		0.00	20505.17	0.00	0.00	0.00	20505.17	2466.40	246.64	1166.60	116.66	0.00
Totals for Company and Currency: 0*AUD				Suspense:		0.00	20505.17	0.00	0.00	0.00	20505.17	2466.40	246.64	1166.60	116.66	0.00

Subagent Totals (where the subagent is the debtor only)

Subagent Commission: 0.00
Subagent GST: 0.00

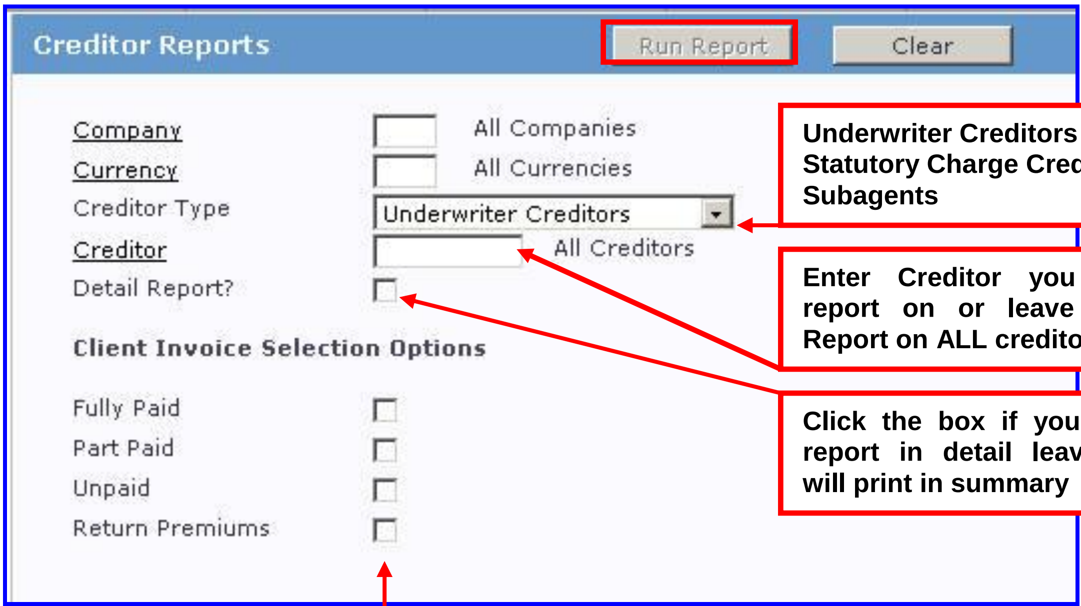
Grand Totals - All Companies and Currencies:				Suspense:		0.00	20505.17	0.00	0.00	0.00	20505.17	2466.40	246.64	1166.60	116.66	0.00

Subagent Totals (where the subagent is the debtor only)

Subagent Commission: 0.00
Subagent GST: 0.00

Creditor Report

This function allows you to run a **Creditor Report**. The report shows, broken down into days, all items outstanding against a creditor. Selection criteria can be used to narrow this down to Fully, Part Paid, Unpaid and Return Premium items if required.



Underwriter Creditors
Statutory Charge Creditors
Subagents

Enter Creditor you wish to report on or leave blank to Report on ALL creditors.

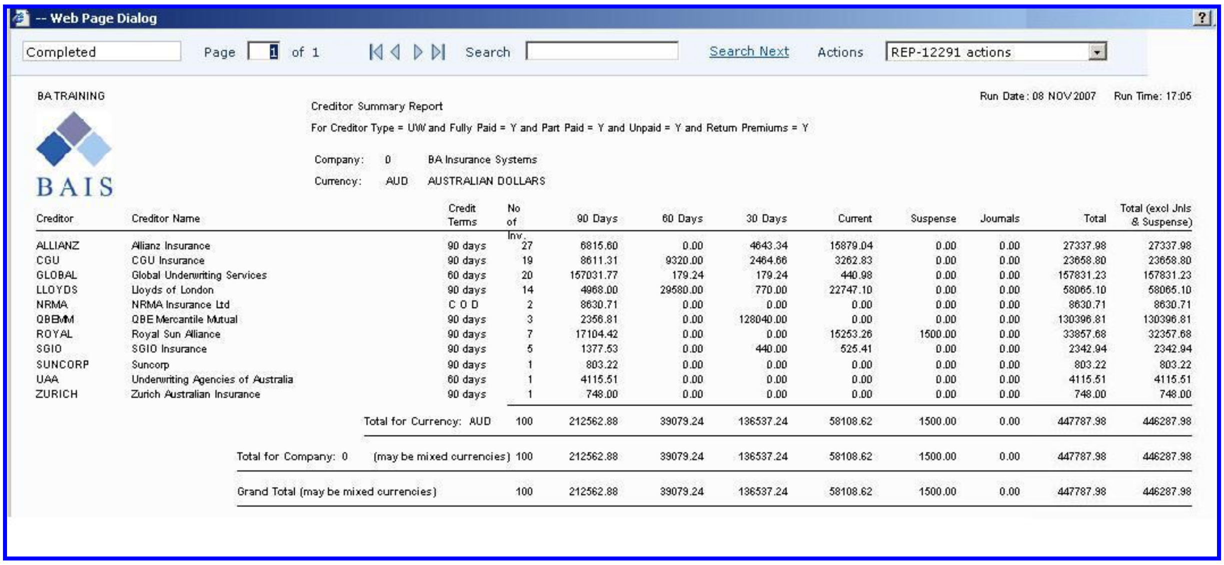
Click the box if you want the report in detail leaving blank will print in summary

Click on the boxes to select the items to be reported on. These options refer to whether the invoices are paid, part paid etc by the client.

Input the **Company** and **Currency** you wish to run the report for, or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run Report** when selection criteria has been input

A sample **Creditor Report** is reproduced below: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Completed Page 1 of 1 Search Search Next Actions REP-12291 actions

BA TRAINING

BAIS

Creditor Summary Report

For Creditor Type = UW and Fully Paid = Y and Part Paid = Y and Unpaid = Y and Return Premiums = Y

Company: 0 BA Insurance Systems

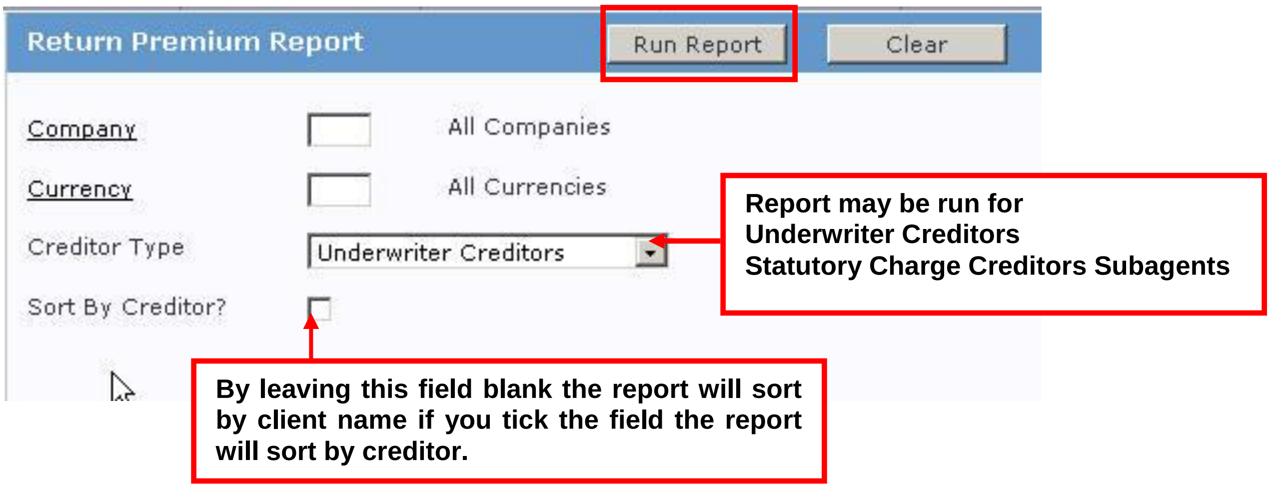
Currency: AUD AUSTRALIAN DOLLARS

Run Date: 08 NOV 2007 Run Time: 17:05

Creditor	Creditor Name	Credit Terms	No of Inv.	90 Days	60 Days	30 Days	Current	Suspense	Journals	Total	Total (excl Jnls & Suspense)
ALLIANZ	Allianz Insurance	90 days	27	6815.60	0.00	4643.34	15879.04	0.00	0.00	27337.98	27337.98
CGU	CGU Insurance	90 days	19	8611.31	9320.00	2464.66	3262.83	0.00	0.00	23658.80	23658.80
GLOBAL	Global Underwriting Services	60 days	20	157031.77	179.24	179.24	440.98	0.00	0.00	157831.23	157831.23
LLOYDS	Lloyds of London	90 days	14	4968.00	29580.00	770.00	22747.10	0.00	0.00	58065.10	58065.10
NRMA	NRMA Insurance Ltd	C O D	2	8630.71	0.00	0.00	0.00	0.00	0.00	8630.71	8630.71
QBEMM	QBE Mercantile Mutual	90 days	3	2356.81	0.00	128040.00	0.00	0.00	0.00	130396.81	130396.81
ROYAL	Royal Sun Alliance	90 days	7	17104.42	0.00	0.00	15253.26	1500.00	0.00	33857.68	32357.68
SGIO	SGIO Insurance	90 days	5	1377.53	0.00	440.00	525.41	0.00	0.00	2342.94	2342.94
SUNCORP	Suncorp	90 days	1	803.22	0.00	0.00	0.00	0.00	0.00	803.22	803.22
UAA	Underwriting Agencies of Australia	60 days	1	4115.51	0.00	0.00	0.00	0.00	0.00	4115.51	4115.51
ZURICH	Zurich Australian Insurance	90 days	1	748.00	0.00	0.00	0.00	0.00	0.00	748.00	748.00
	Total for Currency: AUD		100	212562.88	39079.24	136537.24	58108.62	1500.00	0.00	447787.98	446287.98
	Total for Company: 0 (may be mixed currencies)		100	212562.88	39079.24	136537.24	58108.62	1500.00	0.00	447787.98	446287.98
	Grand Total (may be mixed currencies)		100	212562.88	39079.24	136537.24	58108.62	1500.00	0.00	447787.98	446287.98

Return Premium Reports

This function allows you to run **Return Premiums Reports.** The report identifies any transactions where a credit has been taken from the creditor but not yet paid to the client, or paid to the client but not yet taken from the creditor.

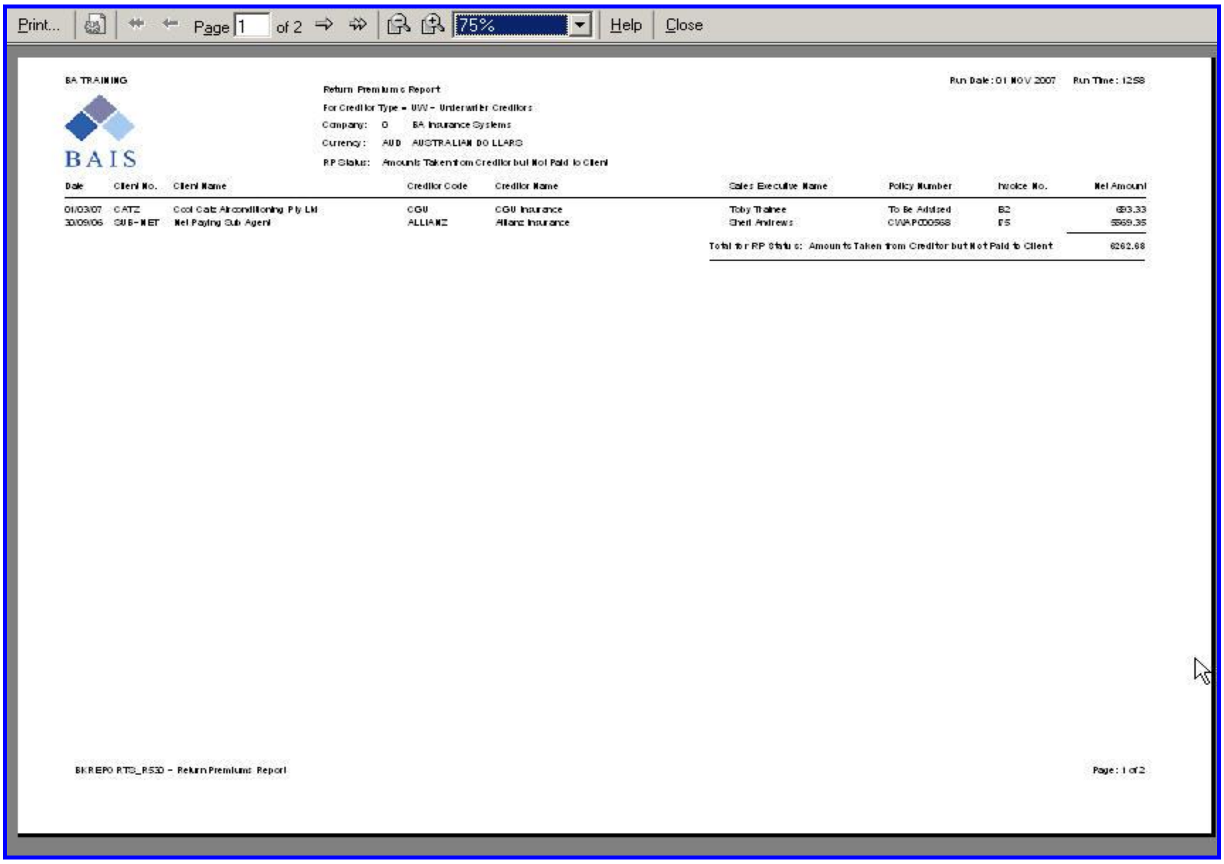


Please Note:

Input the **Company** or **Currency** you wish to run the report for, or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run Report**

A sample **Return Premium Report** is reproduced below:


Print... Page 1 of 2 75% Help Close

BA TRAINING

BAIS

Return Premiums Report

For Creditor Type = UW - Underwriter Creditors

Company: 0 BA Insurance Systems

Currency: AUD AUSTRALIAN DOLLARS

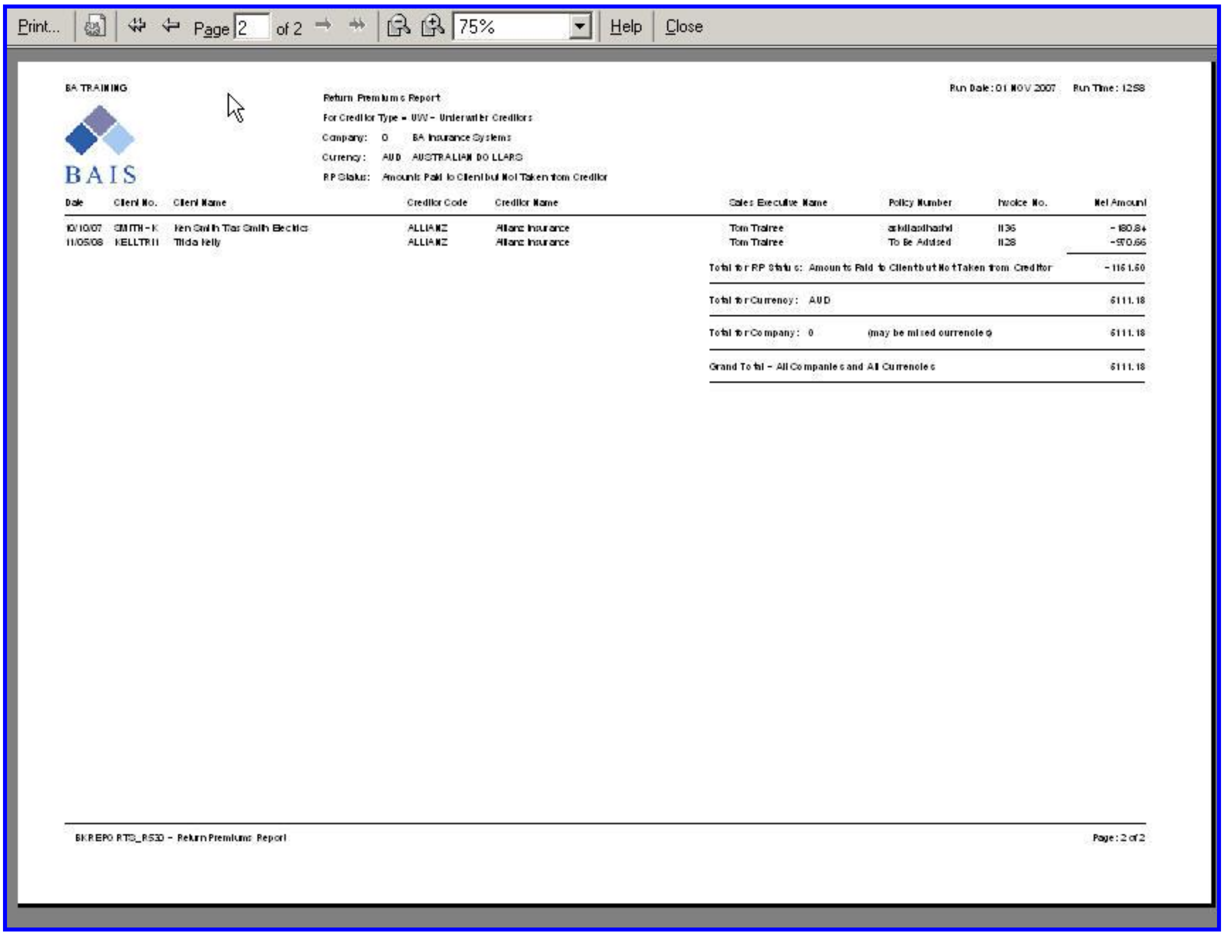
RP Status: Amounts Taken from Creditor but Not Paid to Client

Run Date: 01 NOV 2007 Run Time: 12:58

Date	Client No.	Client Name	Creditor Code	Creditor Name	Sales Executive Name	Policy Number	Invoice No.	Net Amount
01/03/07	CATZ	Cool Catz Airconditioning Pty Ltd	CGU	CGU Insurance	Toby Trainee	To Be Advised	82	693.33
30/09/06	SUB-NET	Net Paying Sub Agent	ALLIANZ	Allianz Insurance	Cheri Andrews	CWAP000568	75	5569.35
					Total for RP Status: Amounts Taken from Creditor but Not Paid to Client			6262.68

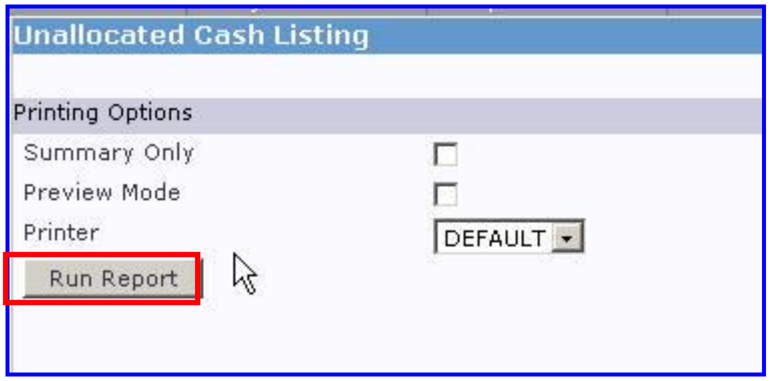
BKREPORTS_RS30 - Return Premiums Report

Page: 1 of 2



Unallocated Cash Listing

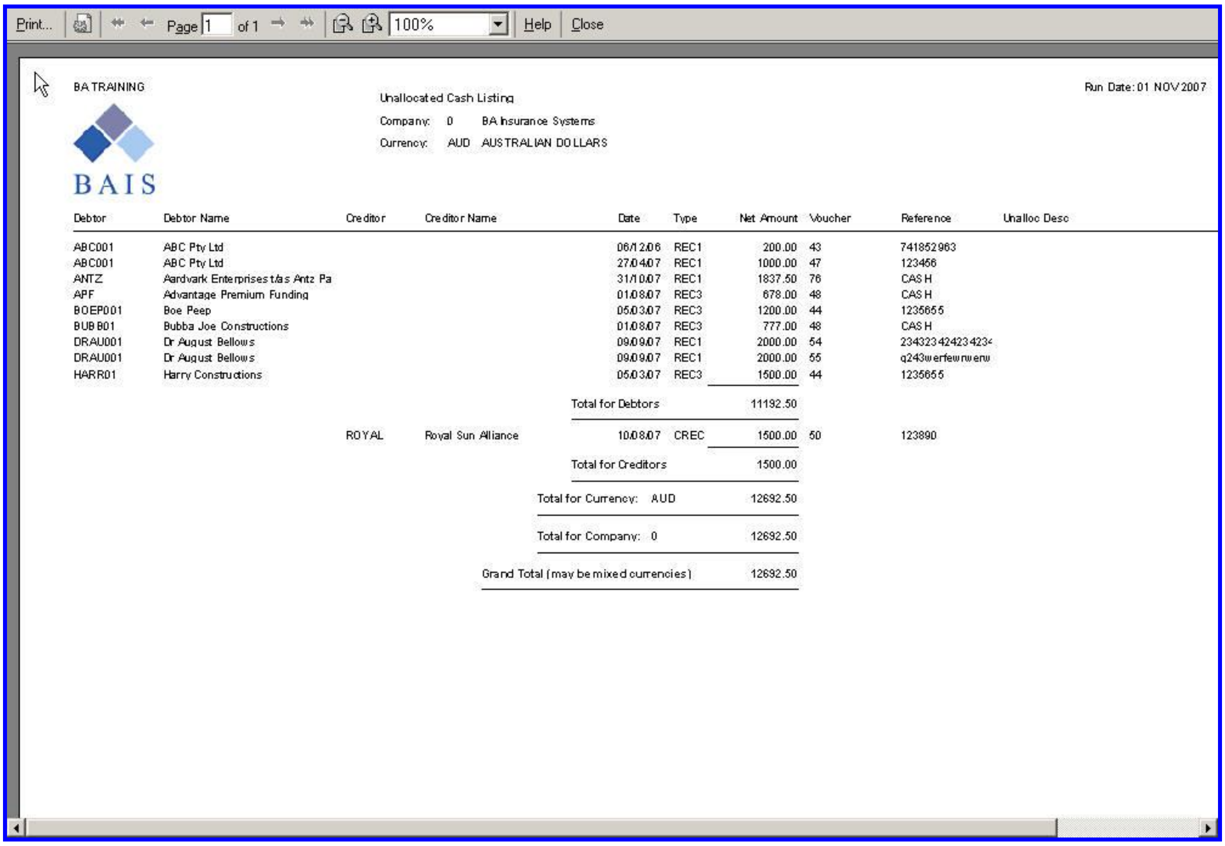
This function allows you to run an **Unallocated Cash Listing**. The listing shows all receipts which remain fully or partially unallocated.



For this report you can simply select to **Preview** or send to your **Printer**.

Click **Run Report** when selection has been made.

A sample of an **Unallocated Cash Listing** is reproduced below :



BA TRAINING

Run Date: 01 NOV 2007

Unallocated Cash Listing

Company: 0 BA Insurance Systems

Currency: AUD AUSTRALIAN DOLLARS

Debtor	Debtor Name	Creditor	Creditor Name	Date	Type	Net Amount	Voucher	Reference	Unalloc Desc
ABC001	ABC Pty Ltd			06/12/06	REC1	200.00	43	741852963	
ABC001	ABC Pty Ltd			27/04/07	REC1	1000.00	47	123456	
ANTZ	Aardvark Enterprises t/as Antz Pa			31/10/07	REC1	1837.50	76	CASH	
APF	Advantage Premium Funding			01/08/07	REC3	678.00	48	CASH	
BOEP001	Boe Peep			05/03/07	REC3	1200.00	44	1235655	
BUBB01	Bubba Joe Constructions			01/08/07	REC3	777.00	48	CASH	
DRAU001	Dr August Bellows			09/09/07	REC1	2000.00	54	23432342423423	
DRAU001	Dr August Bellows			09/09/07	REC1	2000.00	55	q243werfewrwerw	
HARR01	Harry Constructions			05/03/07	REC3	1500.00	44	1235655	
			Total for Debtors			11192.50			
		ROYAL	Royal Sun Alliance	10/08/07	CREC	1500.00	50	123890	
			Total for Creditors			1500.00			
			Total for Currency: AUD			12692.50			
			Total for Company: 0			12692.50			
			Grand Total (may be mixed currencies)			12692.50			

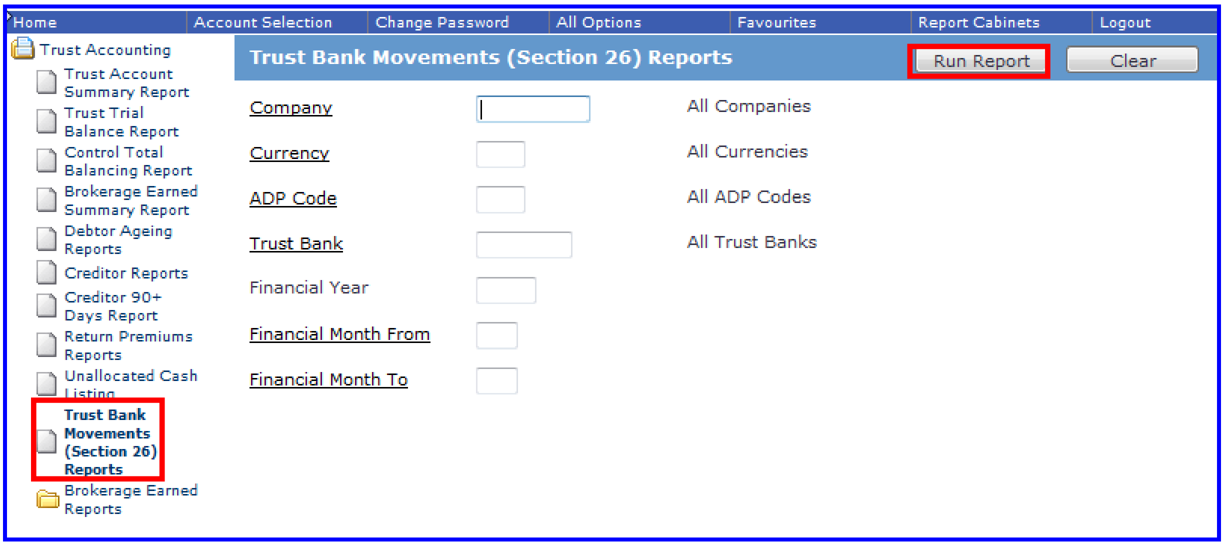
Trust Bank Movements (Section 26) Report

This report can be access via All Options, Trust Accounting Reports selection – or, using the top drop down menus, Type = **Insurance**, Category = **Reports**, Sub Category = **Broking**, then scroll to find Trust Accounting Reports.

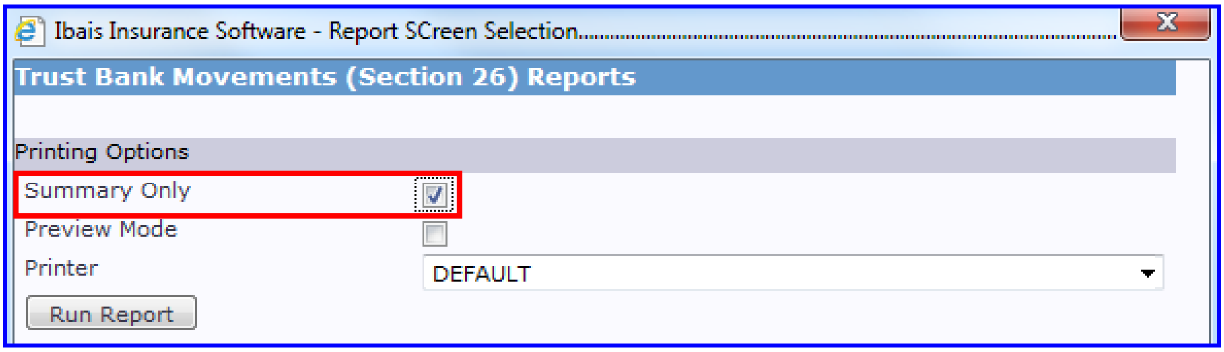
It gives a list of all bank movements/transactions in the selected Trust Bank as per the selection criteria set, and includes the information - Trust Bank code, Creditor/Debtor code/number, Transaction date, Narrative and transaction amount. The report is automatically sorted on the following fields in this order:

- Currency, then by
- Company, then by
- ADP Code, then by
- Trust Bank, then by
- Transaction Date (Financial Month From & To), then by
- Creditor/Debtor

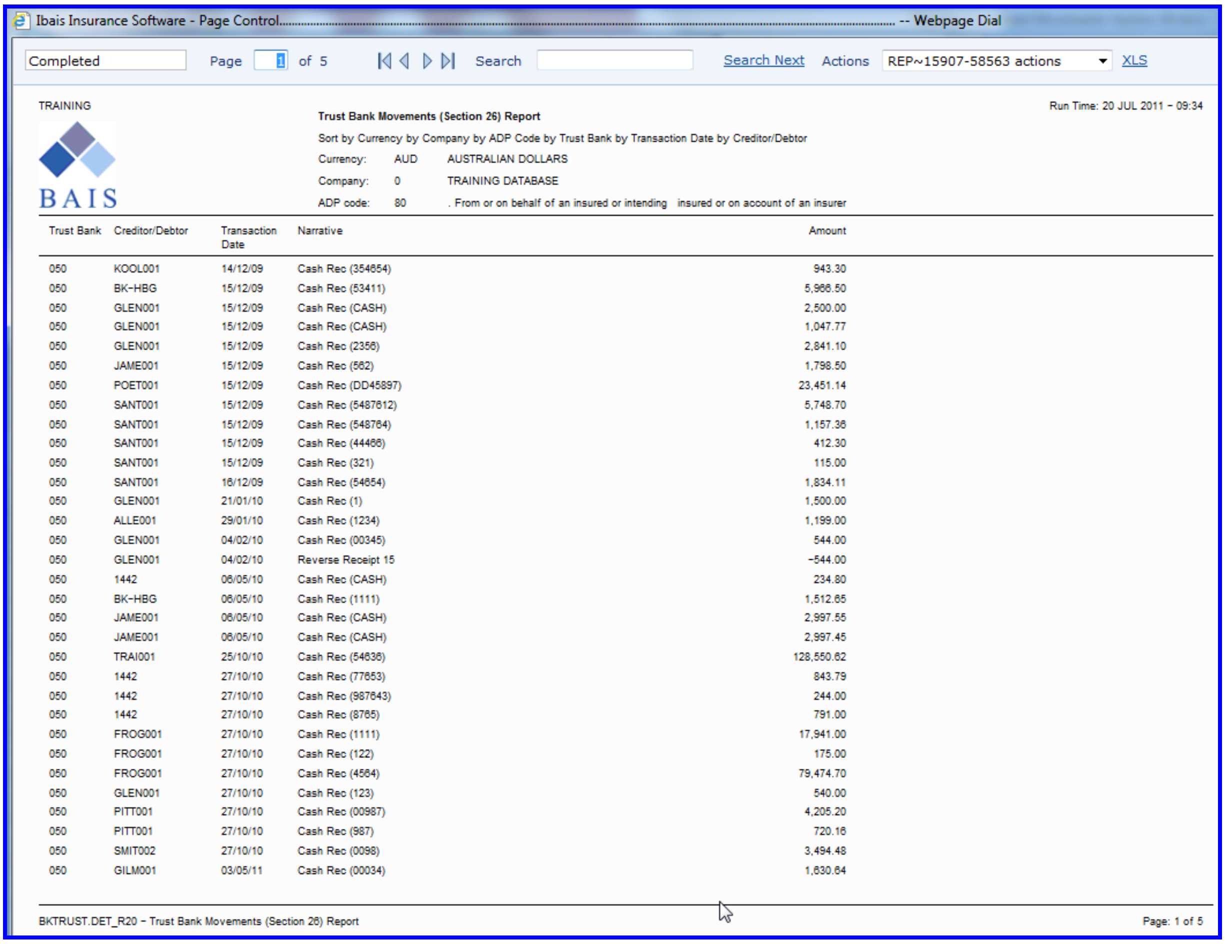
Once in the Trust Accounting Reports screen, select **Trust Bank Movements (Section 26) Reports** as shown below to input your selection criteria for the report:



Once you have input your selection criteria, click on **Run Report** to produce report. You can select to run the report in a detailed version or you can click on the **Summary Only** box to produce a summary version as shown below:



A sample of the report (in detail option) is reproduced below: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Completed Page 1 of 5 Search Search Next Actions REP~15907-58563 actions XLS

TRAINING

BAIS

Trust Bank Movements (Section 26) Report

Sort by Currency by Company by ADP Code by Trust Bank by Transaction Date by Creditor/Debtor

Currency: AUD AUSTRALIAN DOLLARS

Company: 0 TRAINING DATABASE

ADP code: 80 . From or on behalf of an insured or intending insured or on account of an insurer

Run Time: 20 JUL 2011 - 09:34

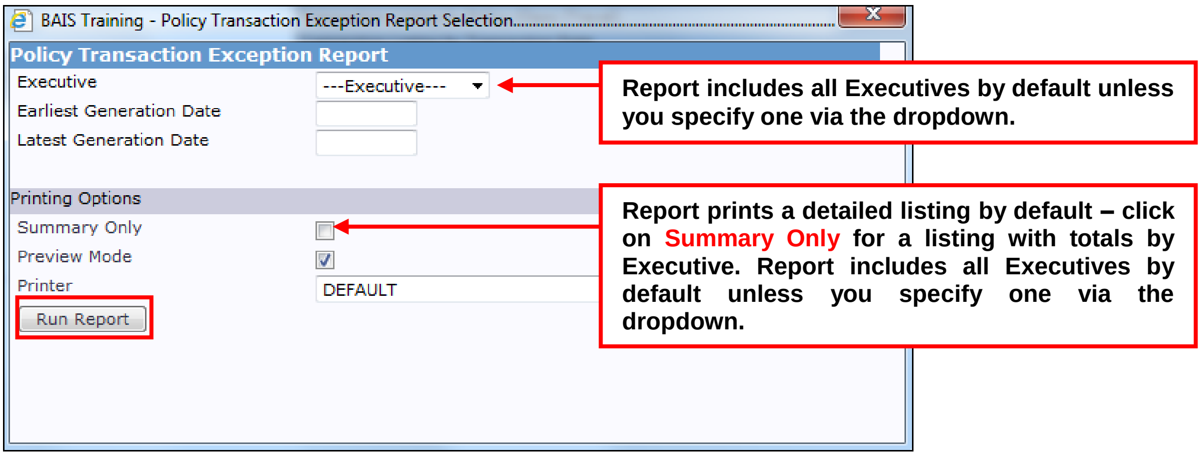
Trust Bank	Creditor/Debtor	Transaction Date	Narrative	Amount
050	KOOL001	14/12/09	Cash Rec (354654)	943.30
050	BK-HBG	15/12/09	Cash Rec (53411)	5,966.50
050	GLEN001	15/12/09	Cash Rec (CASH)	2,500.00
050	GLEN001	15/12/09	Cash Rec (CASH)	1,047.77
050	GLEN001	15/12/09	Cash Rec (2356)	2,841.10
050	JAME001	15/12/09	Cash Rec (562)	1,798.50
050	POET001	15/12/09	Cash Rec (DD45897)	23,451.14
050	SANT001	15/12/09	Cash Rec (5487612)	5,748.70
050	SANT001	15/12/09	Cash Rec (548764)	1,157.36
050	SANT001	15/12/09	Cash Rec (44466)	412.30
050	SANT001	15/12/09	Cash Rec (321)	115.00
050	SANT001	16/12/09	Cash Rec (54654)	1,834.11
050	GLEN001	21/01/10	Cash Rec (1)	1,500.00
050	ALLE001	29/01/10	Cash Rec (1234)	1,199.00
050	GLEN001	04/02/10	Cash Rec (00345)	544.00
050	GLEN001	04/02/10	Reverse Receipt 15	-544.00
050	1442	06/05/10	Cash Rec (CASH)	234.80
050	BK-HBG	06/05/10	Cash Rec (1111)	1,512.65
050	JAME001	06/05/10	Cash Rec (CASH)	2,997.55
050	JAME001	06/05/10	Cash Rec (CASH)	2,997.45
050	TRAI001	25/10/10	Cash Rec (54636)	128,550.62
050	1442	27/10/10	Cash Rec (77653)	843.79
050	1442	27/10/10	Cash Rec (987643)	244.00
050	1442	27/10/10	Cash Rec (8765)	791.00
050	FROG001	27/10/10	Cash Rec (1111)	17,941.00
050	FROG001	27/10/10	Cash Rec (122)	175.00
050	FROG001	27/10/10	Cash Rec (4564)	79,474.70
050	GLEN001	27/10/10	Cash Rec (123)	540.00
050	PITT001	27/10/10	Cash Rec (00987)	4,205.20
050	PITT001	27/10/10	Cash Rec (987)	720.16
050	SMIT002	27/10/10	Cash Rec (0098)	3,494.48
050	GILM001	03/05/11	Cash Rec (00034)	1,630.64

BKTRUST.DET_R20 - Trust Bank Movements (Section 26) Report

Page: 1 of 5

Policy Transaction Exception report

This report gives a list of all policy transaction exceptions.



You can select all Executives by keeping the **Executive** field set to "---Executive---" or use the dropdown to select a specific Executive and you can select Policy Transaction dates using the **Earliest** and **Latest Generation Date** fields dates. The report produces a detailed listing unless you click on the **Summary Only** box.

Click on **Run Report** when you have made your selections.

A sample of the Policy Transaction Exception Listing report run as a Summary is reproduced below:

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Completed Page 4 of 10 Search Search Next Actions REP~15905-57070 actions XLS

BA TRAINING

BAIS

Run Time: 18 JUL 2011 - 09:00

Policy Transaction Exception Report

Executive : TRAIN2 Terry Trainee

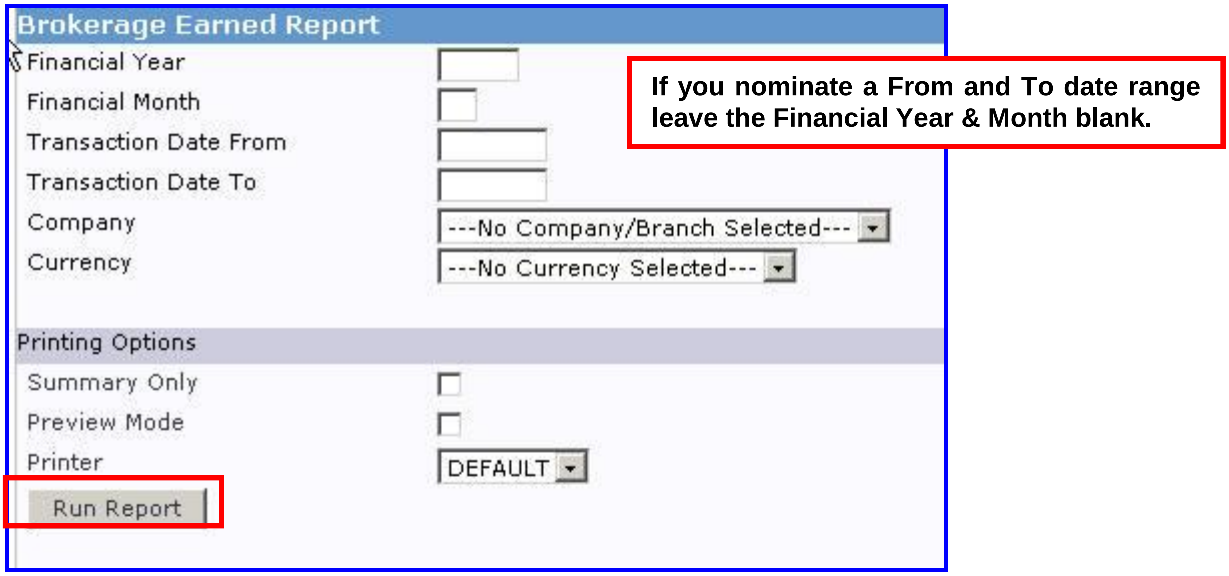
Memo No	Class	Type	Date	Entered By	Invoice	Premium	Brokerage	Fee	Rebate	Insurer	Sub Agent	Description
05100002	PBI	ADJ	06/04/2009	armj	I429	0.00	-540.00	4.55	0.00	594.00	0.00	Positive premium with negative commission component Underwriter premiums greater than payable by client
05100002	PBI	ADJ	06/04/2009	armj	I430	0.00	-540.00	4.55	0.00	594.00	-540.00	Positive premium with negative commission component Underwriter premiums greater than payable by client Subagent amount greater than commission
07040001	PBI	REN	27/01/2009	armj	I411	375.00	82.50	10.00	0.00	277.50	180.00	Subagent amount greater than commission
07120007	PULSE	REN	30/05/2008	star	I342	1,200.00	0.00	4.55	0.00	1,985.54	180.00	Underwriter premiums greater than payable by client Subagent amount greater than commission
08060002	PULSE	END	04/06/2008	star	I351	12,500.00	1,250.00	4.55	0.00	19,307.75	1,500.00	Subagent amount greater than commission
08060002	PULSE	REN	18/06/2008	baweb	I356	15,200.00	1,520.00	55.00	0.00	23,478.22	1,824.00	Subagent amount greater than commission
08100002	PBI	END	09/10/2008	baweb	I367	400.00	80.00	0.38	0.00	676.72	0.00	Cancellation/Endorsement amount > yearly premium
08100002	PBI	END	22/07/2009	armj	I445	0.00	0.00	4.55	0.00	0.00	0.00	Cancellation/Endorsement amount > yearly premium
09010010	PBI	POL	27/01/2009	armj	I412	375.00	82.50	10.00	0.00	277.50	180.00	Subagent amount greater than commission
09040001	PMV	POL	04/04/2009	baweb	I426	4,110.30	411.03	4.55	0.00	4,295.27	493.24	Subagent amount greater than commission
09040003	PMV	POL	23/04/2009	baweb	I432	1,234.00	123.40	4.55	0.00	1,289.53	185.10	Subagent amount greater than commission
09040003	PMV	END	23/04/2009	baweb	I433	547.40	54.74	4.55	0.00	572.03	82.11	Subagent amount greater than commission
09110001	PULSE	POL	02/11/2009	armj	I456	10,000.00	0.00	20.00	500.00	16,666.10	1,200.00	Underwriter premiums greater than payable by client Rebate greater than commission/fee Subagent amount greater than commission
10070001	PULSE	REN	08/03/2011	rthowden	I502	1,000.00	200.00	60.00	0.00	1,458.60	100.00	Insurer commission % varies from standard commission %
11060002	PULSE	POL	28/06/2011	td3487	I508	5,000.00	1,250.00	500.00	0.00	3,550.00	375.00	Insurer commission % varies from standard commission %
Totals for Executive:	**TRAIN2**					**51,941.70**	**3,974.17**	**691.78**	**500.00**	**75,022.76**	**5,759.45**	

BKEXCEPTION/R10 Policy Transaction Exceptions Report by Executive by Memo

Page 4 of 10

Brokerage Earned Reports

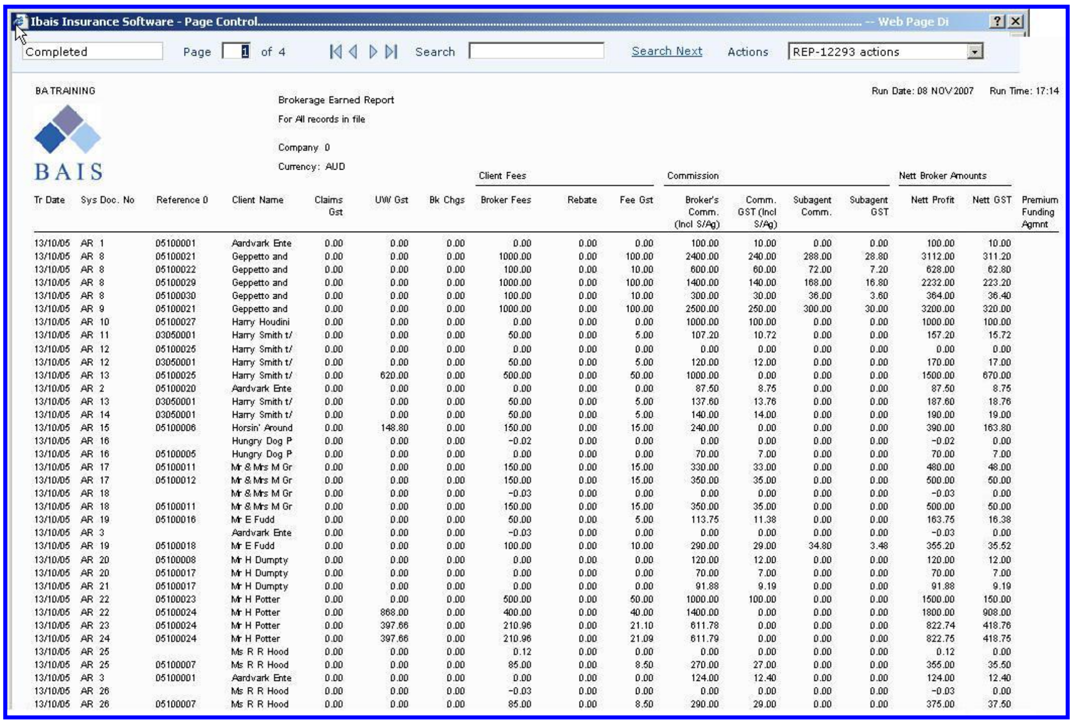
This function allows you to run **Brokerage Earned Reports**. The report shows in detail all fees, commission, sub agent's commission and GST earned in a selected period or transaction date range.



Input the selection criteria on which you want the report to be based, input the **Company** and **Currency** or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run the Report**.

A sample **Brokerage Earned Report** is reproduced below:



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BA TRAINING

BAIS

Brokerage Earned Report

For All records in file

Company 0

Currency: AUD

Run Date: 08 NOV 2007 Run Time: 17:14

							Client Fees			Commission				Nett Broker Amounts		
Tr Date	Sys Doc. No	Reference 0	Client Name	Claims Gst	UW Gst	Bk Chgs	Broker Fees	Rebate	Fee Gst	Broker's Comm. (Incl S/Ag)	Comm. GST (Incl S/Ag)	Subagent Comm.	Subagent GST	Nett Profit	Nett GST	Premium Funding Agmnt
13/10/05	AR 1	05100001	Aardvark Ente	0.00	0.00	0.00	0.00	0.00	0.00	100.00	10.00	0.00	0.00	100.00	10.00	
13/10/05	AR 8	05100021	Geppetto and	0.00	0.00	0.00	1000.00	0.00	100.00	2400.00	240.00	288.00	28.80	3112.00	311.20	
13/10/05	AR 8	05100022	Geppetto and	0.00	0.00	0.00	100.00	0.00	10.00	600.00	60.00	72.00	7.20	628.00	62.80	
13/10/05	AR 8	05100029	Geppetto and	0.00	0.00	0.00	1000.00	0.00	100.00	1400.00	140.00	168.00	16.80	2232.00	223.20	
13/10/05	AR 8	05100030	Geppetto and	0.00	0.00	0.00	100.00	0.00	10.00	300.00	30.00	36.00	3.60	364.00	36.40	
13/10/05	AR 9	05100021	Geppetto and	0.00	0.00	0.00	1000.00	0.00	100.00	2500.00	250.00	300.00	30.00	3200.00	320.00	
13/10/05	AR 10	05100027	Harry Houdini	0.00	0.00	0.00	0.00	0.00	0.00	1000.00	100.00	0.00	0.00	1000.00	100.00	
13/10/05	AR 11	03050001	Harry Smith t/	0.00	0.00	0.00	50.00	0.00	5.00	107.20	10.72	0.00	0.00	157.20	15.72	
13/10/05	AR 12	05100025	Harry Smith t/	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13/10/05	AR 12	03050001	Harry Smith t/	0.00	0.00	0.00	50.00	0.00	5.00	120.00	12.00	0.00	0.00	170.00	17.00	
13/10/05	AR 13	05100025	Harry Smith t/	0.00	620.00	0.00	500.00	0.00	50.00	1000.00	0.00	0.00	0.00	1500.00	670.00	
13/10/05	AR 2	05100020	Aardvark Ente	0.00	0.00	0.00	0.00	0.00	0.00	87.50	8.75	0.00	0.00	87.50	8.75	
13/10/05	AR 13	03050001	Harry Smith t/	0.00	0.00	0.00	50.00	0.00	5.00	137.60	13.76	0.00	0.00	187.60	18.76	
13/10/05	AR 14	03050001	Harry Smith t/	0.00	0.00	0.00	50.00	0.00	5.00	140.00	14.00	0.00	0.00	190.00	19.00	
13/10/05	AR 15	05100006	Horsin' Around	0.00	148.80	0.00	150.00	0.00	15.00	240.00	0.00	0.00	0.00	390.00	163.80	
13/10/05	AR 16		Hungry Dog P	0.00	0.00	0.00	-0.02	0.00	0.00	0.00	0.00	0.00	0.00	-0.02	0.00	
13/10/05	AR 16	05100005	Hungry Dog P	0.00	0.00	0.00	0.00	0.00	0.00	70.00	7.00	0.00	0.00	70.00	7.00	
13/10/05	AR 17	05100011	Mr & Mrs M Gr	0.00	0.00	0.00	150.00	0.00	15.00	330.00	33.00	0.00	0.00	480.00	48.00	
13/10/05	AR 17	05100012	Mr & Mrs M Gr	0.00	0.00	0.00	150.00	0.00	15.00	350.00	35.00	0.00	0.00	500.00	50.00	
13/10/05	AR 18		Mr & Mrs M Gr	0.00	0.00	0.00	-0.03	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	0.00	
13/10/05	AR 18	05100011	Mr & Mrs M Gr	0.00	0.00	0.00	150.00	0.00	15.00	350.00	35.00	0.00	0.00	500.00	50.00	
13/10/05	AR 19	05100016	Mr E Fudd	0.00	0.00	0.00	50.00	0.00	5.00	113.75	11.38	0.00	0.00	163.75	16.38	
13/10/05	AR 3		Aardvark Ente	0.00	0.00	0.00	-0.03	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	0.00	
13/10/05	AR 19	05100018	Mr E Fudd	0.00	0.00	0.00	100.00	0.00	10.00	290.00	29.00	34.80	3.48	355.20	35.52	
13/10/05	AR 20	05100008	Mr H Dumpty	0.00	0.00	0.00	0.00	0.00	0.00	120.00	12.00	0.00	0.00	120.00	12.00	
13/10/05	AR 20	05100017	Mr H Dumpty	0.00	0.00	0.00	0.00	0.00	0.00	70.00	7.00	0.00	0.00	70.00	7.00	
13/10/05	AR 21	05100017	Mr H Dumpty	0.00	0.00	0.00	0.00	0.00	0.00	91.88	9.19	0.00	0.00	91.88	9.19	
13/10/05	AR 22	05100023	Mr H Potter	0.00	0.00	0.00	500.00	0.00	50.00	1000.00	100.00	0.00	0.00	1500.00	150.00	
13/10/05	AR 22	05100024	Mr H Potter	0.00	868.00	0.00	400.00	0.00	40.00	1400.00	0.00	0.00	0.00	1800.00	908.00	
13/10/05	AR 23	05100024	Mr H Potter	0.00	397.66	0.00	210.96	0.00	21.10	611.78	0.00	0.00	0.00	822.74	418.76	
13/10/05	AR 24	05100024	Mr H Potter	0.00	397.66	0.00	210.96	0.00	21.09	611.79	0.00	0.00	0.00	822.75	418.75	
13/10/05	AR 25		Ms R R Hood	0.00	0.00	0.00	0.12	0.00	0.00	0.00	0.00	0.00	0.00	0.12	0.00	
13/10/05	AR 25	05100007	Ms R R Hood	0.00	0.00	0.00	85.00	0.00	8.50	270.00	27.00	0.00	0.00	355.00	35.50	
13/10/05	AR 3	05100001	Aardvark Ente	0.00	0.00	0.00	0.00	0.00	0.00	124.00	12.40	0.00	0.00	124.00	12.40	
13/10/05	AR 26		Ms R R Hood	0.00	0.00	0.00	-0.03	0.00	0.00	0.00	0.00	0.00	0.00	-0.03	0.00	
13/10/05	AR 26	05100007	Ms R R Hood	0.00	0.00	0.00	85.00	0.00	8.50	290.00	29.00	0.00	0.00	375.00	37.50	

Brokerage Taken Report

This function allows you to run **Brokerage Taken Reports**. The report shows in detail all fees, commission, sub agent's commission and GST taken in a selected period or transaction date range.

Brokerage Taken Report

Financial Year	
Financial Month	
Trans Date from	01/10/07
Trans Date to	31/10/07
Company	---No Company/Branch Selected---
Currency	---No Currency Selected---

Printing Options

Summary Only	☐
Preview Mode	☑
Printer	DEFAULT

Run Report

If you nominate a From and To Date range, leave the Financial Year and Month blank.

Input the selection criteria on which you want the report to be based, input the **Company** and **Currency** or leave blank to include all Companies and Currencies. If you do not have multiple companies and currencies you can leave it blank.

Click **Run Report**.

A sample **Brokerage Taken Report** is reproduced below

BA TRAINING

Brokerage Taken Report
Company: 0
Currency: AUD AUSTRALIAN DOLLARS
Tran Date from 01/10/2007 to 31/10/2007

29 NOV 2007 - 14:46

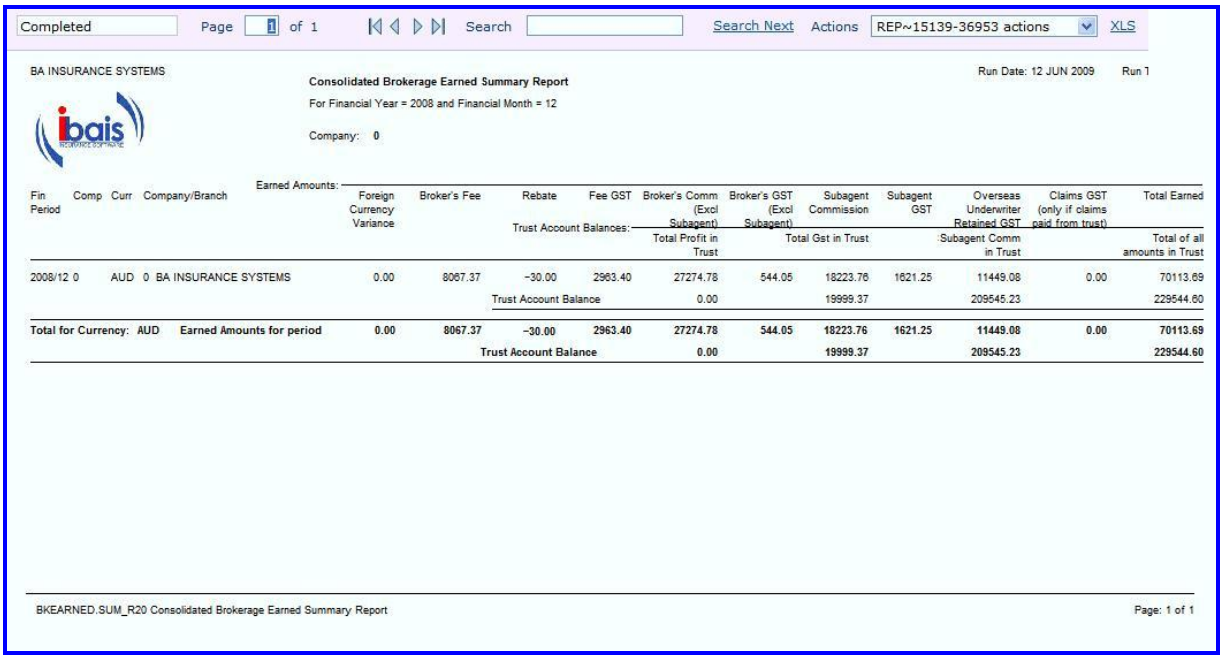
Tr Date	Sys	Doc. No	Reference	Subagent	Broker Fees	Fee Gst	Rebate	Bk Comm (Nett of) (S/Ag Comm)	Comm GST (Nett of) (S/Ag GST)	Subagent	S/Ag GST	UW Gst	Claims Gst	Currency Variance	Tot Amt Taken	PFund Agree
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-34.80	-3.48	0.00	0.00	0.00	-38.28	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-75.00	-7.50	0.00	0.00	0.00	-82.50	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-135.00	-13.50	0.00	0.00	0.00	-148.50	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	999.00	99.90	0.00	0.00	0.00	1098.90	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-20.00	-2.00	0.00	0.00	0.00	-22.00	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-300.00	-30.00	0.00	0.00	0.00	-330.00	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-36.00	-3.60	0.00	0.00	0.00	-39.60	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-168.00	-16.80	0.00	0.00	0.00	-184.80	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-72.00	-7.20	0.00	0.00	0.00	-79.20	
03/10/07	APO	10002	Pymt to Sub	SUB-ABC	0	0.00	0.00	0.00	0.00	-288.00	-28.80	0.00	0.00	0.00	-316.80	
Total for company 0			and currency AUD		0.00	0.00	0.00	0.00	0.00	-129.80	-12.98	0.00	0.00	0.00	-142.78	
Total for Company 0			(all currencies)		0.00	0.00	0.00	0.00	0.00	-129.80	-12.98	0.00	0.00	0.00	-142.78	
Grand Total (all companies & all currencies)					0.00	0.00	0.00	0.00	0.00	-129.80	-12.98	0.00	0.00	0.00	-142.78	

BKEARNED_R40 Brokerage Taken for a selected period

Consolidated Brokerage Earned Report

This report allows reporting on Brokerage Earned across multiple databases at once.

It is designed specifically to go to spreadsheet.



Completed Page 1 of 1 Search Search Next Actions REP~15139-36953 actions XLS

BA INSURANCE SYSTEMS

Consolidated Brokerage Earned Summary Report

For Financial Year = 2008 and Financial Month = 12

Company: **0**

Run Date: 12 JUN 2009 Run T

Fin Period	Comp	Curr	Company/Branch	Earned Amounts: Foreign Currency Variance	Broker's Fee	Rebate	Fee GST	Broker's Comm (Excl Subagent)	Broker's GST (Excl Subagent)	Subagent Commission	Subagent GST	Overseas Underwriter Retained GST	Claims GST (only if claims paid from trust)	Total Earned
						Trust Account Balances:		Total Profit in Trust		Total Gst in Trust		Subagent Comm in Trust		Total of all amounts in Trust
2008/12	0	AUD	0 BA INSURANCE SYSTEMS	0.00	8067.37	-30.00	2963.40	27274.78	544.05	18223.76	1621.25	11449.08	0.00	70113.69
						Trust Account Balance		0.00		19999.37		209545.23		229544.60
Total for Currency:		**AUD**	**Earned Amounts for period**	**0.00**	**8067.37**	**-30.00**	**2963.40**	**27274.78**	**544.05**	**18223.76**	**1621.25**	**11449.08**	**0.00**	**70113.69**
						Trust Account Balance		**0.00**		**19999.37**		**209545.23**		**229544.60**

BKEARNED.SUM_R20 Consolidated Brokerage Earned Summary Report

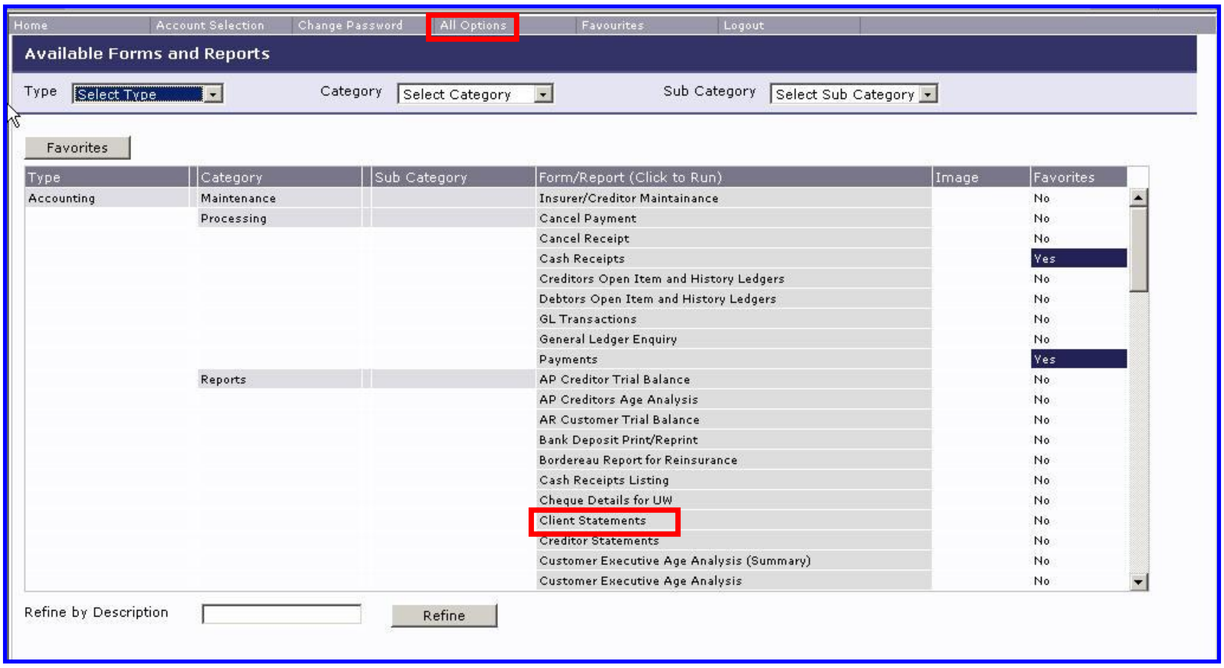
Page: 1 of 1

Client Statements

This function allows you run statements for your clients.

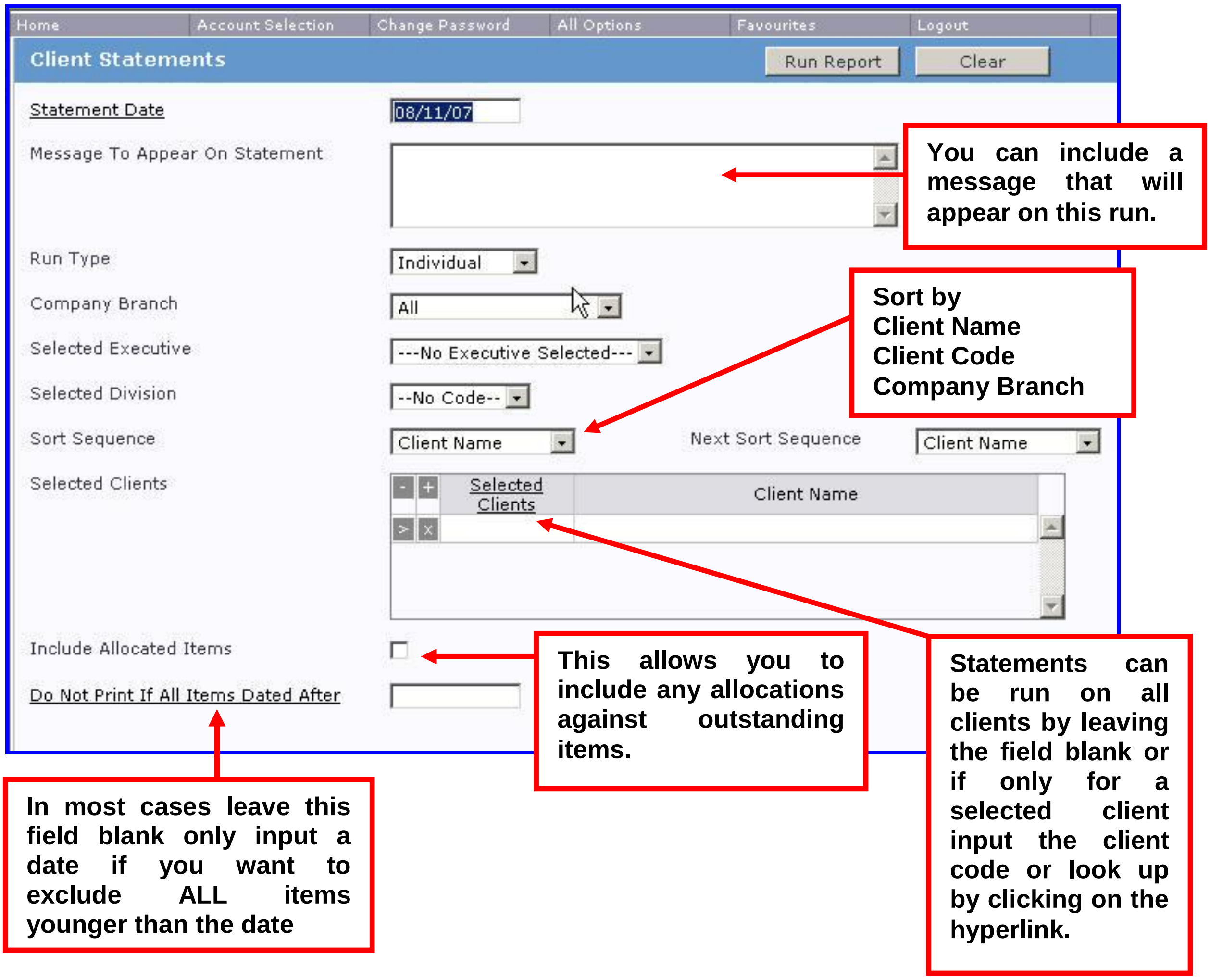
Accessing Client Statements

Click on **All Options** on the top menu, as shown below, to display all available options, Select from the Forms/Report menu – Client Statements.



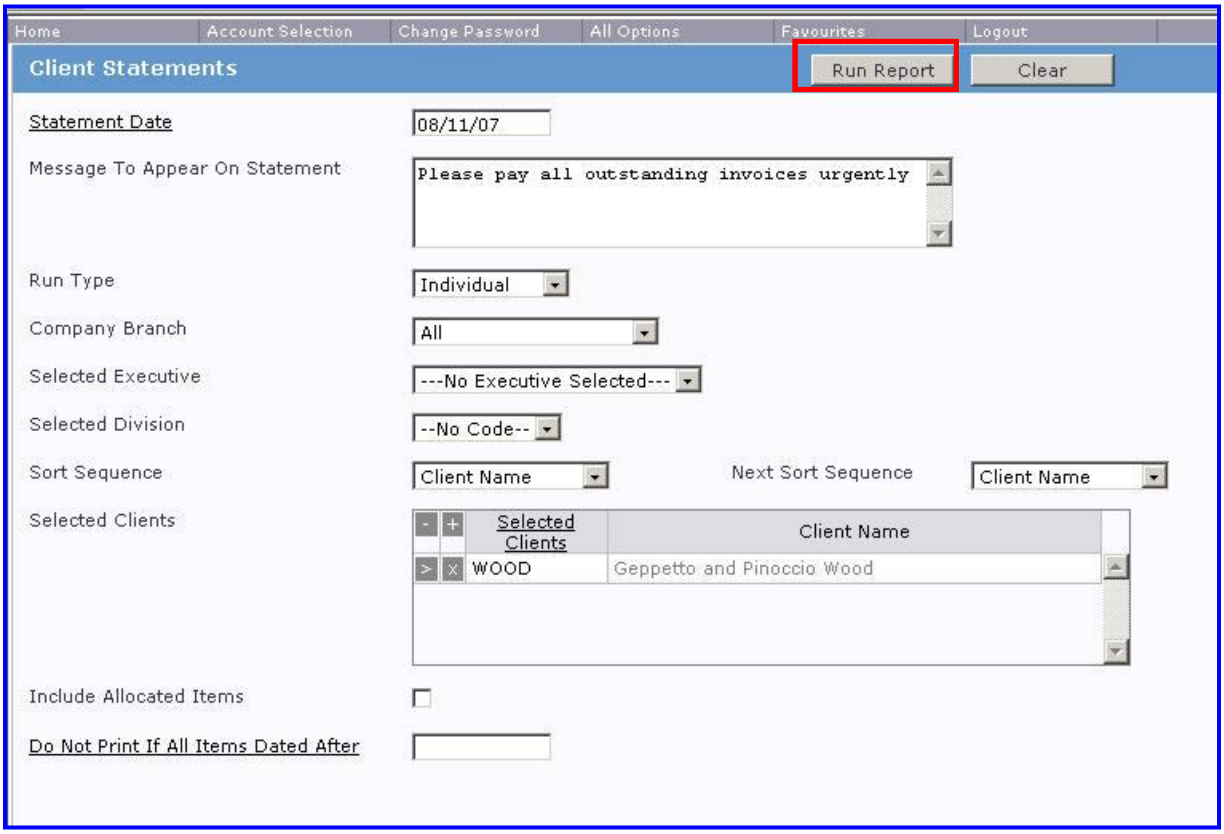
The following screen appears

Please Note: The system will default some fields - unless you require different sort criteria you may leave these as they are. If you select Executive or Division the statements will only run for clients in the selected Executive or Division.

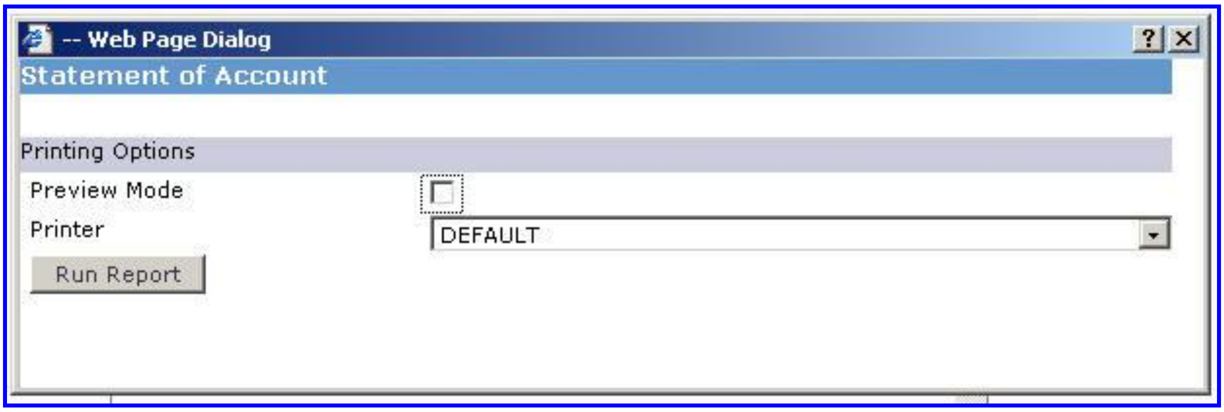


Run report

After all the fields have been completed you must now run the report



This will allow you to preview or print the statements



The completed statement will look like the following

BAIS

BA Insurance Systems
317 Pacific Hwy
NORTH SYDNEY NSW 2060

Telephone: Facsimile:

STATEMENT OF ACCOUNT

For the Month of: OCTOBER 2007

Client: Geppetto and Pinoccio Wood

Page 1 of 1

For information concerning this account please contact Tammy Trainee

BA Insurance Systems
317 Pacific Hwy
NORTH SYDNEY NSW 2060

REMITTANCE ADVICE

Page 1 of 1
Month OCTOBER 2007
Client WOOD

Entry Month	Effective Date	Insured	Class	Type	Our Reference	Amount	Paid	Balance Owing	Reference	Balance
OCTOBER	13/10/05	Geppetto and Pinoccio Wood	Business Insurance	Renewal	05100029	12790.25	0.00	12790.25dr	153	12790.25dr
OCTOBER	15/10/05	Geppetto and Pinoccio Wood	Business Insurance	Renewal	05100022	5721.32	0.00	5721.32dr	154	5721.32dr
OCTOBER	15/10/05	Geppetto and Pinoccio Wood	Business Insurance	Renewal	05100030	2993.60	- 1000.00	1993.60dr	155	1993.60dr
OCTOBER	31/10/07			Receipt	45456	- 1000.00	1000.00	0.00	74	0.00

Please pay all outstanding invoices urgently

All amounts are in AUSTRALIAN DOLLARS

20,506.17

Geppetto and Pinoccio Wood
12 Jones Road
Sydney

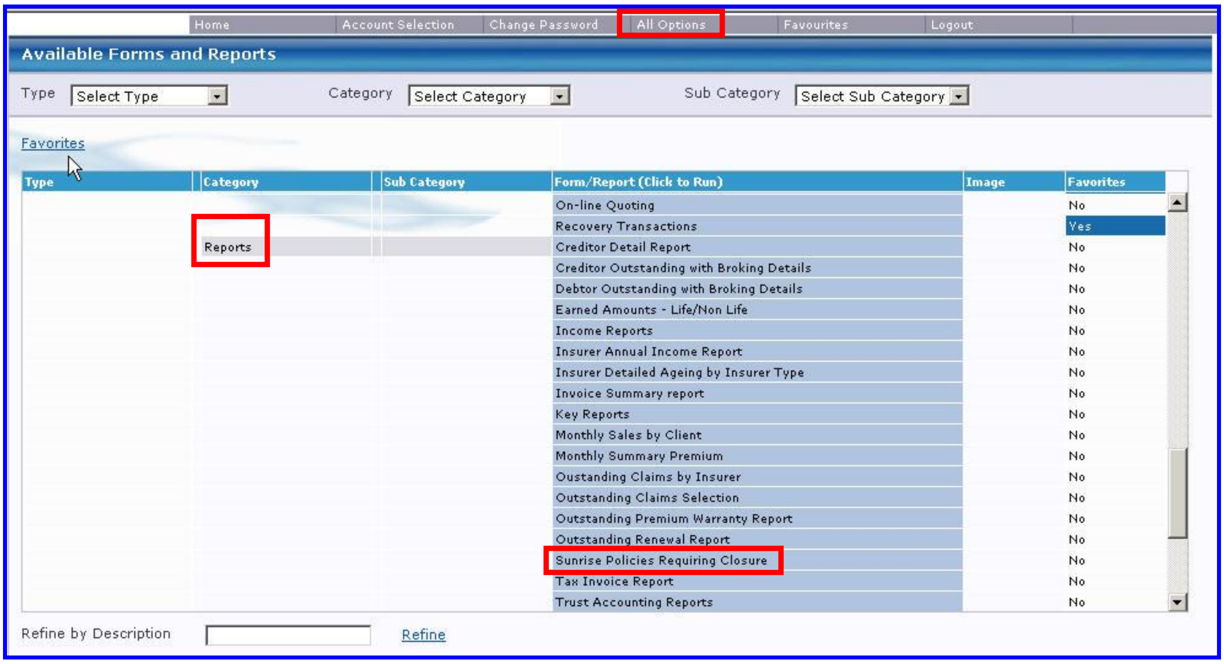
Overdue	Current	BALANCE OWING
20,506.17		20,506.17

PLEASE RETURN THIS ADVICE WITH YOUR CHEQUE

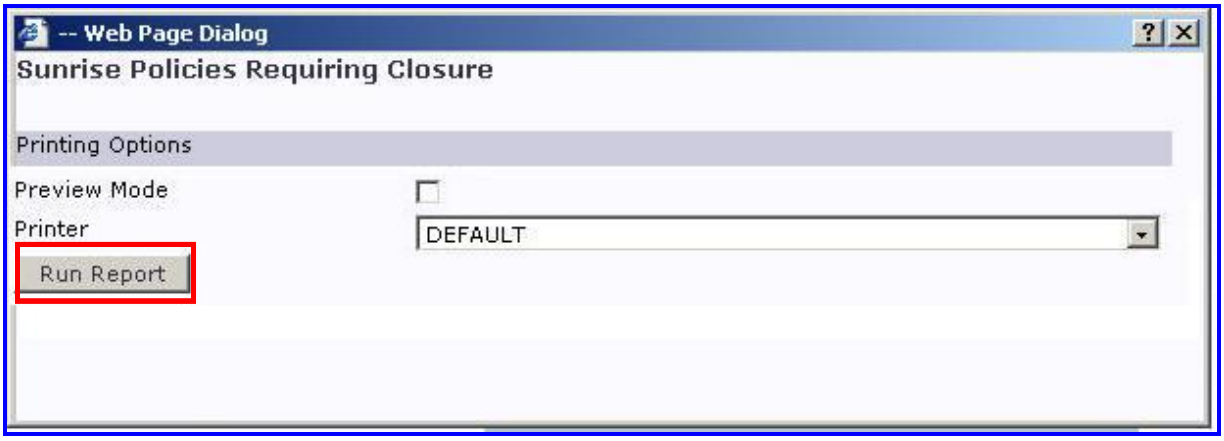
Sunrise Policies Requiring Closure

This report shows new business and renewal policies **not yet** closed. It should be run as part of your regular Sunrise housekeeping.

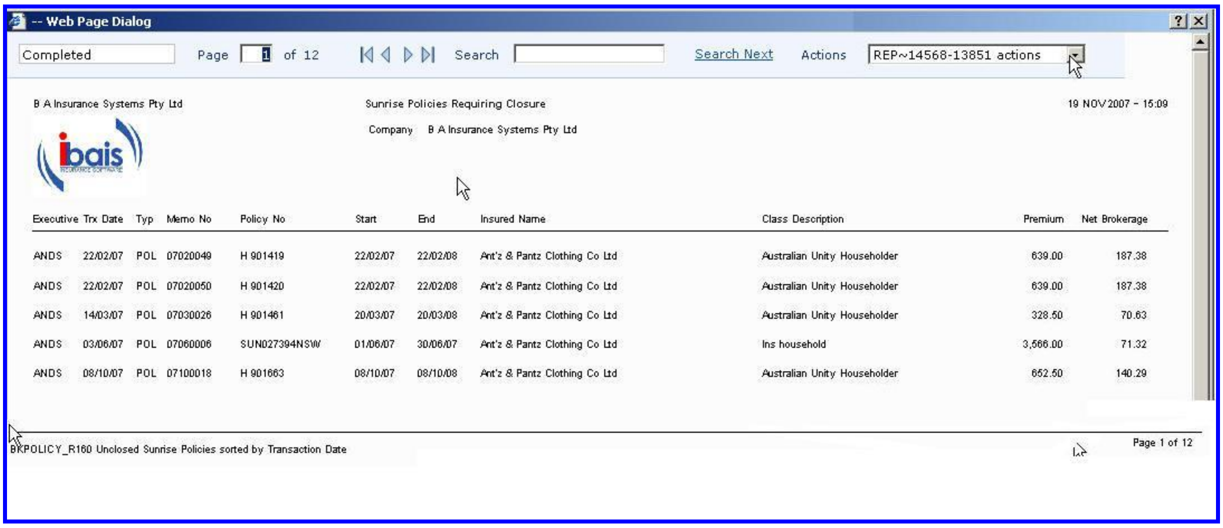
The **Sunrise Policies Requiring Closure** report is accessed via the **All Options** tab at the top of the screen or via your **Favourites**.



Click on Sunrise **Policies Requiring Closure** and the following screen will appear.



Click Run Report and the following report will appear.



-- Web Page Dialog

Completed Page 1 of 12 Search Search Next Actions REP~14568-13851 actions

B A Insurance Systems Pty Ltd

Sunrise Policies Requiring Closure

Company B A Insurance Systems Pty Ltd

19 NOV 2007 - 15:09

Executive	Trx Date	Typ	Memo No	Policy No	Start	End	Insured Name	Class Description	Premium	Net Brokerage
ANDS	22/02/07	POL	07020049	H 901419	22/02/07	22/02/08	Ant'z & Pantz Clothing Co Ltd	Australian Unity Householder	639.00	187.38
ANDS	22/02/07	POL	07020050	H 901420	22/02/07	22/02/08	Ant'z & Pantz Clothing Co Ltd	Australian Unity Householder	639.00	187.38
ANDS	14/03/07	POL	07030026	H 901461	20/03/07	20/03/08	Ant'z & Pantz Clothing Co Ltd	Australian Unity Householder	328.50	70.63
ANDS	03/06/07	POL	07060006	SUN027394NSW	01/06/07	30/06/07	Ant'z & Pantz Clothing Co Ltd	Ins household	3,566.00	71.32
ANDS	08/10/07	POL	07100018	H 901663	08/10/07	08/10/08	Ant'z & Pantz Clothing Co Ltd	Australian Unity Householder	652.50	140.29

BRPOLICY_R160 Unclosed Sunrise Policies sorted by Transaction Date

Page 1 of 12

This report will list the policies that are **unclosed**.

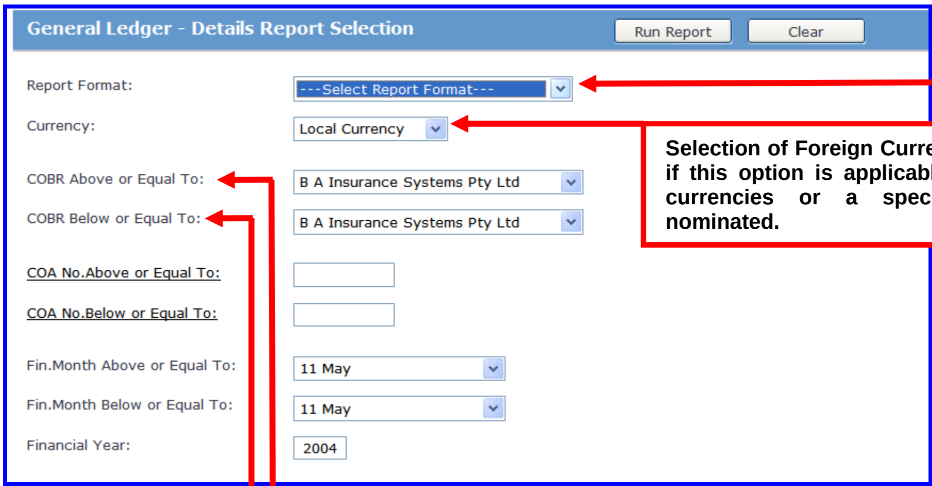
Should you want to **close the policies**, please follow the **Manual Close** steps, as detailed.

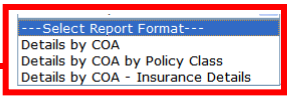
General Ledger Details reports

There are 3 basic formats of General Ledger Details reports with each providing the option to report on a previous year's transactions.

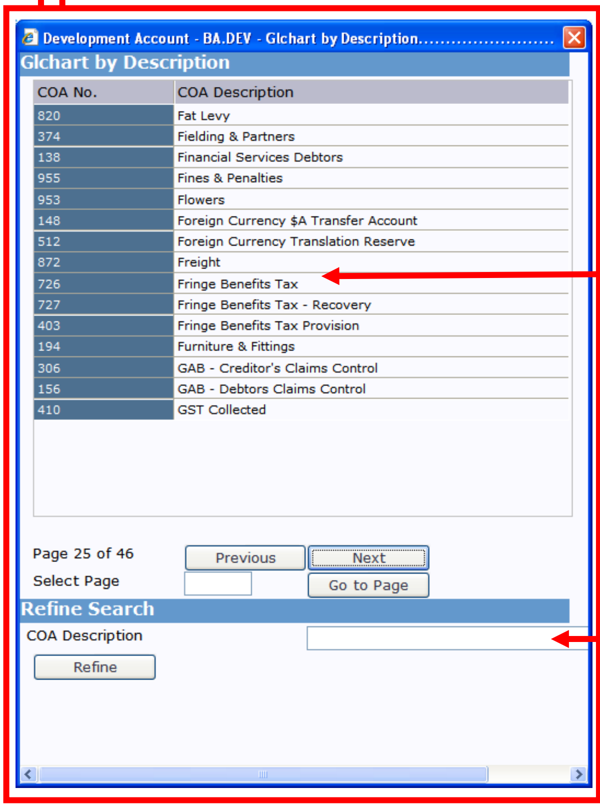
If Foreign Currency applies then each of the reports will also be available in Foreign Currency.

General Ledger Details reports are accessed from the Accounting menu or All Options > Accounting > Reports > GL Details Reports Selection.





Selection of Foreign Currency will only be available if this option is applicable. If selected, either all currencies or a specific currency may be nominated.



COA is selectable by clicking the link.

Information is presented in alphabetical order of COA Description.

You may refine your search by entering part of the description.

Samples of General Ledger Details reports are below.

A) General Ledger Details Report by COA

B A Insurance Systems Pty Ltd — Run Time: 22 SEP 2010 – 14:00

General Ledger Details Report

Company Branch From 0 To 0

Chart of Account From 040 To 101

Financial Month From 10 (April) To 11 (May) – Year 2004

COA Number	Sub Account	Journal Id & No	Account No	Voucher Number	Transaction Date	Effective Date	Narrative	Month	Year	Debit Amount	Credit Amount	C/F Balance	Deposit Slip No	Reference
051	USD											-4,445.10		
051	USD	DREC2		4161	23/06/10	23/06/10	AR Sundry Rec 4161	May	04	44.44		-4,400.66		
B A Insurance Systems Pty Ltd					Bank – Insurance Broking – USD		Total:	USD		**44.44**				
B A Insurance Systems Pty Ltd				Total:	**Bank – Insurance Broking – USD**					**44.44**				
052	AUD											12,037.96		
052	AUD	DREC1	PCT020	4091	14/01/10	14/01/10	AR RECPT PCT020	Apr	04	11,186.34		23,224.30		
052	AUD	DREC1	PCT012	4092	14/01/10	14/01/10	AR RECPT PCT012	Apr	04	3,184.26		26,408.56		
052	AUD	DREC1	DAVE1	4096	04/11/06	28/01/10	AR RECPT DAVE1	May	04	11.00		26,419.56		
052	AUD	DREC1	DAVE1	4097	03/11/06	28/01/10	AR RECPT DAVE1	May	04	11.00		26,430.56		
052	AUD	DREC1	DAVE1	4098	03/11/06	28/01/10	AR RECPT DAVE1	May	04	11.00		26,441.56		
052	AUD	DREC1	DAVE1	4099	04/11/06	28/01/10	AR RECPT DAVE1	May	04	11.00		26,452.56		
052	AUD	DREC1	DAVE1	4100	03/11/06	28/01/10	AR RECPT DAVE1	May	04	11.00		26,463.56		
052	AUD	DREC1	DAVE1	4101	03/11/06	28/01/10	AR RECPT DAVE1	May	04	11.00		26,474.56		
052	AUD	CPAY1	CGU	20100311.1	11/03/10	11/03/10	AP PAY 704 CGU	May	04		-2,227.31	24,247.25		
052	AUD	CPAY1	PCT01	20100311.2	11/03/10	11/03/10	AP PAY 705 PCT01	May	04		-6,248.04	17,999.21		
052	AUD	CPAY1	QBE	20100311.3	11/03/10	11/03/10	AP PAY 706 QBE	May	04		-1,604.31	16,394.90		
052	AUD	DREC1	PCT001	4153	15/06/10	21/06/10	AR RECPT PCT001	May	04	5,220.60		21,615.50		
052	AUD	DREC1	PCT008	4154	15/06/10	21/06/10	AR RECPT PCT008	May	04	4,210.56		25,826.06		
052	AUD	DREC1	PCT012	4155	15/06/10	21/06/10	AR RECPT PCT012	May	04	418.40		26,244.46		
052	AUD	DREC1	PCT001	4156	16/06/10	21/06/10	AR RECPT PCT001	May	04	4,894.00		31,138.46		
B A Insurance Systems Pty Ltd					Bank – Insurance Broking No 2		Total:	AUD		**29,180.16**	**-10,079.66**			
B A Insurance Systems Pty Ltd				Total:	**Bank – Insurance Broking No 2**					**29,180.16**	**-10,079.66**			

B) General Ledger Details Report by Policy Class

B A Insurance Systems Pty Ltd — Run Time: 22 SEP 2010 – 14:07

General Ledger Details Report – by Policy Class

Company Branch From 0 To 0

Chart of Account From 400 To 520

Financial Month From 10 (April) To 11 (May) – Year 2004

COA Number	Sub Account	Journal Id & No	Account No	Voucher Number	Transaction Date	Effective Date	Narrative	Month	Year	Class	Debit Amount	Credit Amount	C/F Balance
411	AUD	BINVB	TAKE01	I27400	01/07/10	30/06/10	BK INV TAKE01	May	04	DB%	0.07		6,413.74
411	AUD	BINVB	TAKE01	I27511	01/08/10	26/08/10	BK INV TAKE01	May	04	DB%	0.04		6,413.78
B A Insurance Systems Pty Ltd			GST Deducted			AUD	Total:	**Budget Dog Pet % Share Plan**			**1.48**		
411	AUD	BINVB	TAKE01	I26493	01/10/09	19/01/10	BK INV TAKE01	Apr	04	DST%	0.08		6,413.86
411	AUD	BINVB	TAKE01	I26533	01/11/09	19/01/10	BK INV TAKE01	Apr	04	DST%	0.08		6,413.94
411	AUD	BINVB	TAKE01	I26584	01/12/09	19/01/10	BK INV TAKE01	Apr	04	DST%	0.08		6,414.02
411	AUD	BINVB	TAKE01	I26634	01/01/10	19/01/10	BK INV TAKE01	Apr	04	DST%	0.08		6,414.10
411	AUD	BINVB	TAKE01	I26855	01/02/10	24/03/10	BK INV TAKE01	May	04	DST%	0.08		6,414.18
411	AUD	BINVB	TAKE01	I26910	01/03/10	24/03/10	BK INV TAKE01	May	04	DST%	0.08		6,414.26
411	AUD	BINVB	TAKE01	I26956	01/04/10	24/03/10	BK INV TAKE01	May	04	DST%	0.08		6,414.34
411	AUD	BINVB	TAKE01	I27208	01/05/10	03/05/10	BK INV TAKE01	May	04	DST%	0.08		6,414.42
411	AUD	BINVB	TAKE01	I27257	01/06/10	03/05/10	BK INV TAKE01	May	04	DST%	0.08		6,414.50
411	AUD	BINVB	TAKE01	I27410	01/07/10	30/06/10	BK INV TAKE01	May	04	DST%	0.08		6,414.58
411	AUD	BINVB	TAKE01	I27520	01/08/10	26/08/10	BK INV TAKE01	May	04	DST%	0.02		6,414.60
B A Insurance Systems Pty Ltd			GST Deducted			AUD	Total:	**Standard Dog Pet % Share Plan**			**0.82**		
411	AUD	BINVB	PCTSUB	I26383	01/07/09	19/01/10	BK INV PCTSUB	Apr	04	FIR	12.33		6,426.93
411	AUD	BINVB	PCTSUB	I26601	01/01/10	19/01/10	BK INV PCTSUB	Apr	04	FIR	8.64		6,435.57
411	AUD	BINVB	PCTSUB	I26925	01/04/10	24/03/10	BK INV PCTSUB	May	04	FIR	8.64		6,444.21
411	AUD	BINVB	DAVE	I27049	21/04/10	21/04/10	BK INV DAVE	May	04	FIR	45.00		6,489.21
411	AUD	BINVB	PCTSUB	I27388	01/07/10	30/06/10	BK INV PCTSUB	May	04	FIR	8.65		6,497.86
411	AUD	BINVB	DAVE	I27451	06/07/10	06/07/10	BK INV DAVE	May	04	FIR	30.00		6,527.86
B A Insurance Systems Pty Ltd			GST Deducted			AUD	Total:	**Fire**			**113.26**		

C) General Ledger Details Report – Insurance Details

B A Insurance Systems Pty Ltd — Run Time: 22 SEP 2010 – 14:20

General Ledger Details Report –Insurance Details

Company Branch From 0 To 0

Chart of Account From 400 To 520

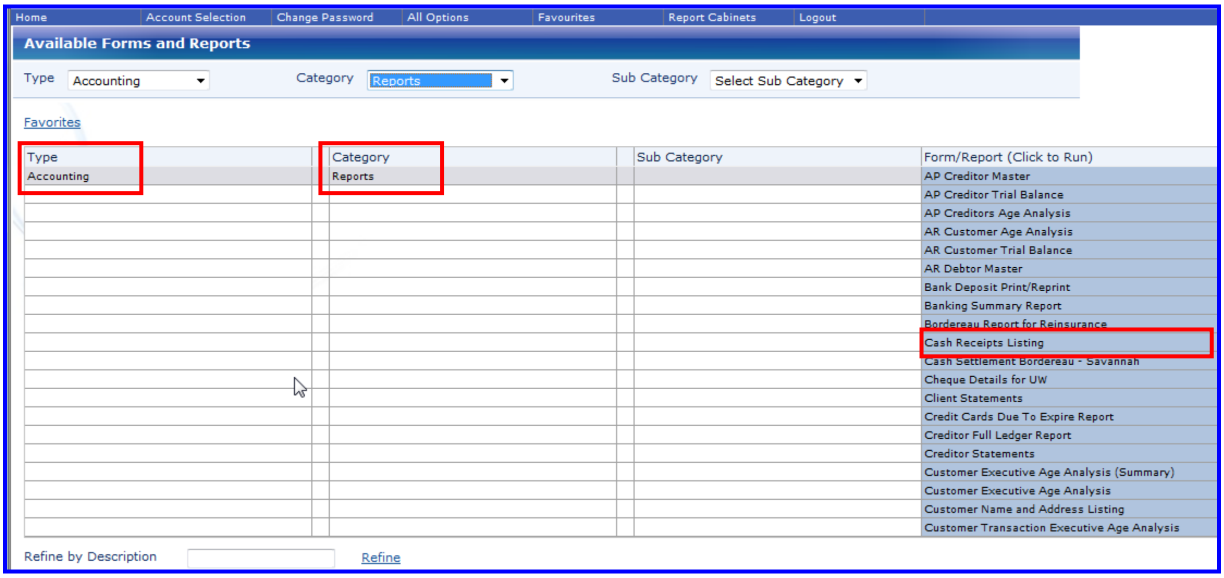
Financial Month From 10 (April) To 11 (May) – Year 2004

COA Number	Sub Account	Journal Id & No	Account No	Voucher Number	Transaction Date	Effective Date	Narrative	Month	Year	Client Code	Reference	Batch No	Debit Amount	Credit Amount
425	PHP	DREC1	PESO	4083	23/12/09	23/12/09	AR RECPT PESO	Apr	04	PESO PESO DEBTOR		DNONE	1,000.00	
425	PHP	CFCA10			20/01/10	20/01/10	Old Bal 1000.00	Apr	04					-1,000.00
B A Insurance Systems Pty Ltd					Clearing – Foreign Exchange			Total:	PHP				**1,000.00**	**-1,000.00**
B A Insurance Systems Pty Ltd					Total:	**Clearing – Foreign Exchange**							**1,216.23**	**-2,528.74**
431	AUD	CJNLC	PCT09	3477	06/04/10	16/04/10	Test JNLC narrative	May	04	PCT09		C287	400.00	
431	AUD	CJNLD	PCT09	3497	16/04/10	16/04/10	Testing JNLD narrative	May	04	PCT09		C289		-400.00
B A Insurance Systems Pty Ltd					Creditors Take On Clearing			Total:	AUD				**400.00**	**-400.00**
B A Insurance Systems Pty Ltd					Total:	**Creditors Take On Clearing**							**400.00**	**-400.00**
446	AUD	CINV3	TELSTRA	24	03/03/10	03/03/10	MJHGBGH	May	04	TELSTRA		CNONE	200.00	
446	AUD	ADJ1342		ASSD321R	27/04/10	27/04/10	REV TEST WRITE	May	04					-12.00
446	AUD	CJNLC	PCT08	JV311	13/05/10	13/05/10	TEST AP JNLC	May	04	PCT08 PETRA NEWSTART UNDERWRITING N/L		CNONE	88.00	
446	AUD	CJNLD	PCT08	JV311REV	13/05/10	13/05/10	Test AP JNLD	May	04	PCT08 PETRA NEWSTART UNDERWRITING N/L		CNONE		-88.00

Cash Receipts Listing

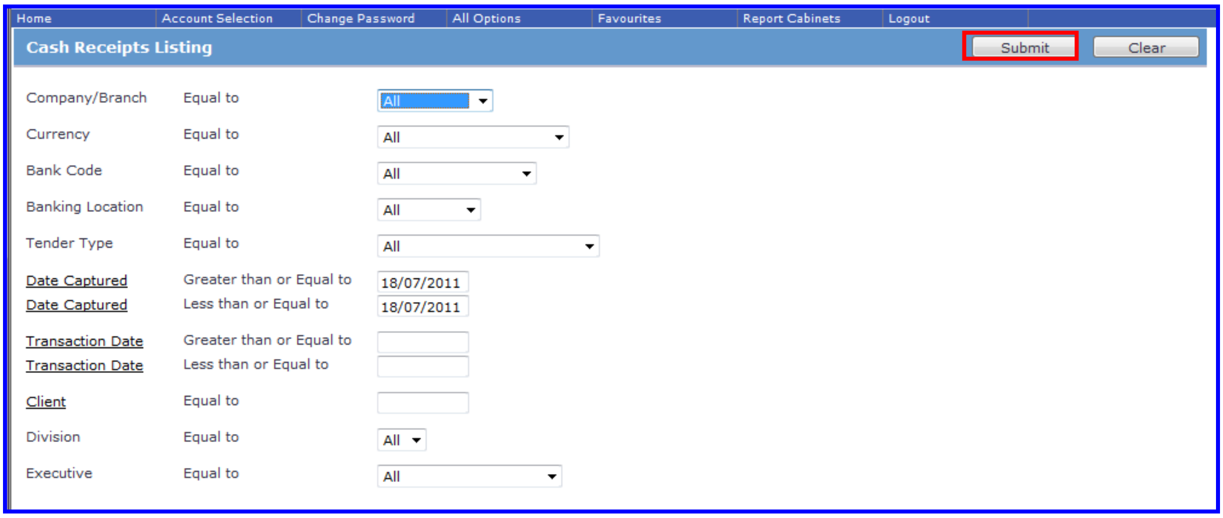
This report produces a Cash Receipts listing.

This report can be accessed by selecting Type = **Accounting**, then Category = **Reports**, then selecting **Cash Receipts Listing** as shown below:



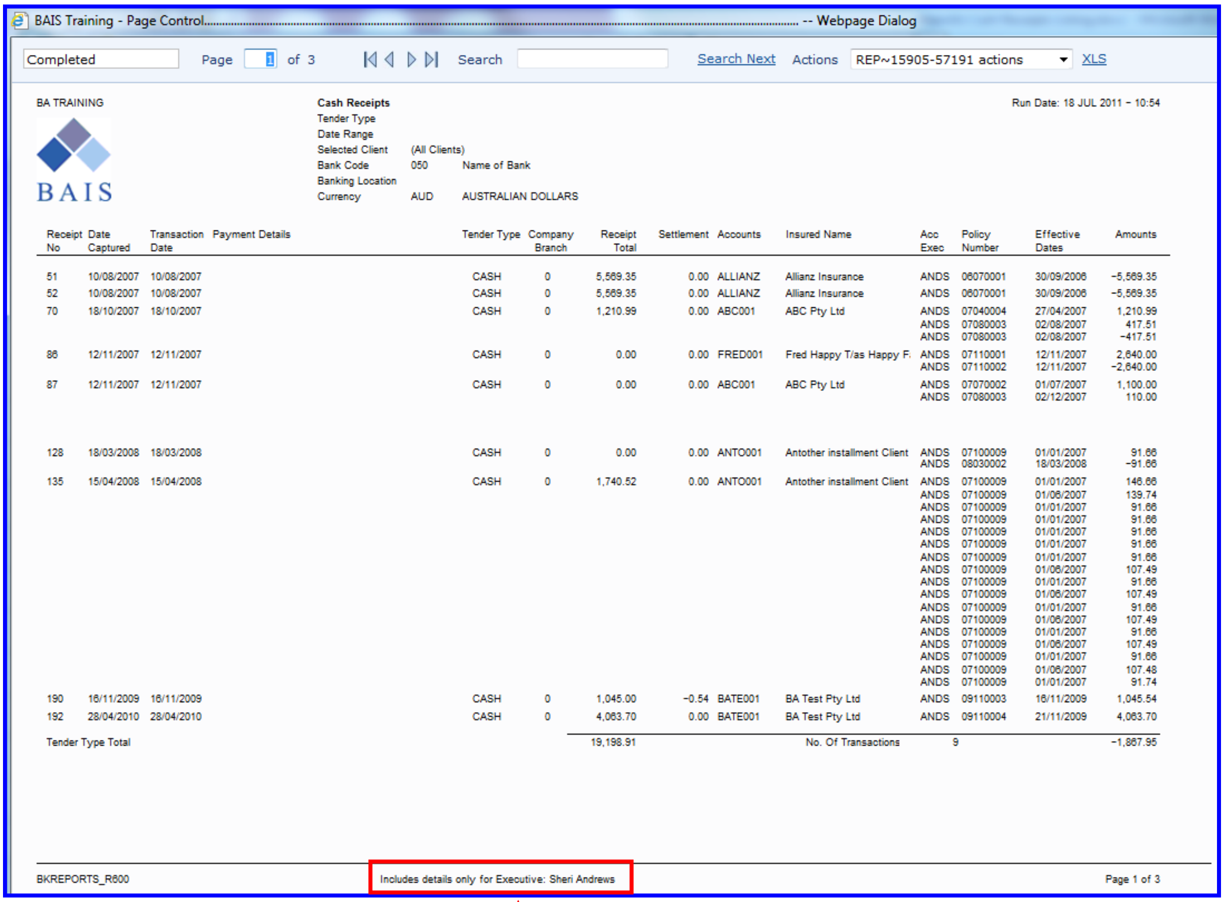
The report allows you to filter by **Company/Branch** (leave blank for all), **Currency** (defaults to 'All'), **Bank Code** (defaults to 'All'), **Banking Location** (defaults to All), **Tender Type** (use dropdown or set to 'All'), options displayed below),**Date Captured** (defaults to today's date but can be changed), **Transaction Date** (leave blank for all dates or enter specific transaction date(s)), **Client** (use the hyperlink to select client or enter client code manually), **Division** (use dropdown or keep as 'All') and **Executive** (use dropdown or keep as 'All').

If you select a particular Executive or Division, these details will be included in the Report Footer.



When you have input all your selection criteria, click on **Submit** to run the report. If you need to clear any of your selection criteria set, click on **Clear** to reset.

Example of the report:



BAIS Training - Page Control... -- Webpage Dialog

Completed | Page 1 of 3 | Search | Search Next | Actions REP~15905-57191 actions | XLS

BA TRAINING

BAIS

Cash Receipts
Tender Type
Date Range
Selected Client (All Clients)
Bank Code 050 Name of Bank
Banking Location
Currency AUD AUSTRALIAN DOLLARS

Run Date: 18 JUL 2011 - 10:54

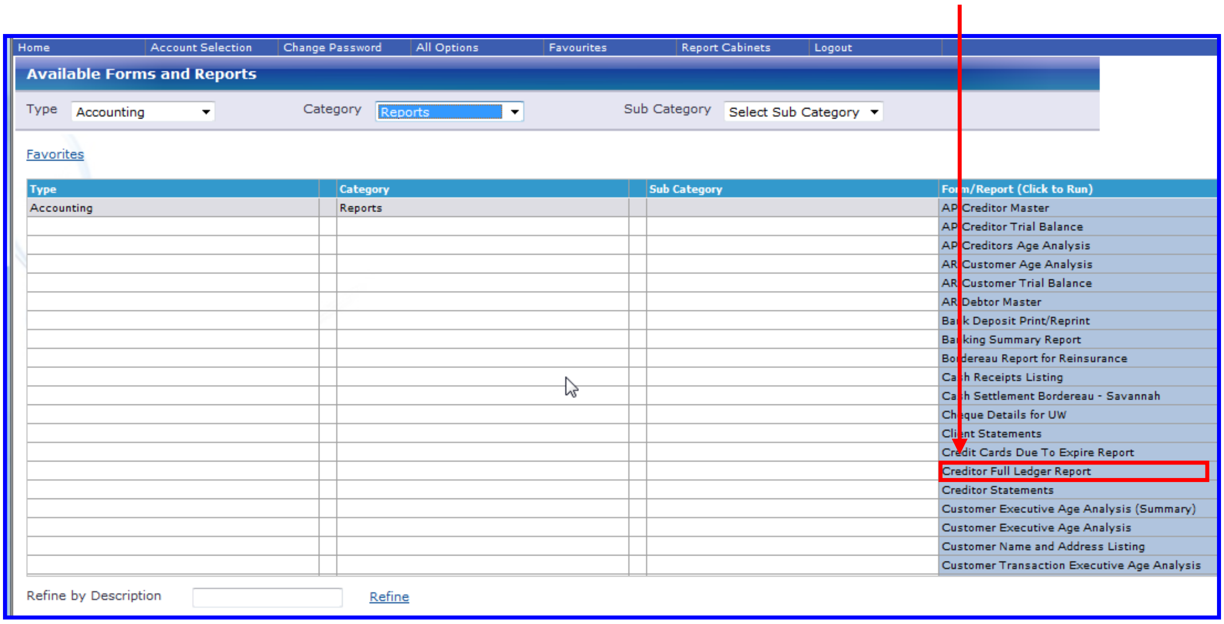
Receipt No	Date Captured	Transaction Date	Payment Details	Tender Type	Company Branch	Receipt Total	Settlement	Accounts	Insured Name	Acc Exec	Policy Number	Effective Dates	Amounts
51	10/08/2007	10/08/2007		CASH	0	5,569.35	0.00	ALLIANZ	Allianz Insurance	ANDS	06070001	30/09/2006	-5,569.35
52	10/08/2007	10/08/2007		CASH	0	5,569.35	0.00	ALLIANZ	Allianz Insurance	ANDS	06070001	30/09/2006	-5,569.35
70	18/10/2007	18/10/2007		CASH	0	1,210.99	0.00	ABC001	ABC Pty Ltd	ANDS	07040004	27/04/2007	1,210.99
										ANDS	07080003	02/08/2007	417.51
										ANDS	07080003	02/08/2007	-417.51
86	12/11/2007	12/11/2007		CASH	0	0.00	0.00	FRED001	Fred Happy T/as Happy F.	ANDS	07110001	12/11/2007	2,640.00
										ANDS	07110002	12/11/2007	-2,640.00
87	12/11/2007	12/11/2007		CASH	0	0.00	0.00	ABC001	ABC Pty Ltd	ANDS	07070002	01/07/2007	1,100.00
										ANDS	07080003	02/12/2007	110.00
128	18/03/2008	18/03/2008		CASH	0	0.00	0.00	ANTO001	Antother installment Client	ANDS	07100009	01/01/2007	91.66
										ANDS	08030002	18/03/2008	-91.66
135	15/04/2008	15/04/2008		CASH	0	1,740.52	0.00	ANTO001	Antother installment Client	ANDS	07100009	01/01/2007	146.66
										ANDS	07100009	01/06/2007	139.74
										ANDS	07100009	01/01/2007	91.66
										ANDS	07100009	01/01/2007	91.66
										ANDS	07100009	01/01/2007	91.66
										ANDS	07100009	01/01/2007	91.66
										ANDS	07100009	01/01/2007	91.66
										ANDS	07100009	01/06/2007	107.49
										ANDS	07100009	01/01/2007	91.66
										ANDS	07100009	01/06/2007	107.49
										ANDS	07100009	01/01/2007	91.66
										ANDS	07100009	01/06/2007	107.49
										ANDS	07100009	01/01/2007	91.66
										ANDS	07100009	01/06/2007	107.49
										ANDS	07100009	01/01/2007	91.66
										ANDS	07100009	01/06/2007	107.48
										ANDS	07100009	01/01/2007	91.74
190	16/11/2009	16/11/2009		CASH	0	1,045.00	-0.54	BATE001	BA Test Pty Ltd	ANDS	09110003	16/11/2009	1,045.54
192	28/04/2010	28/04/2010		CASH	0	4,063.70	0.00	BATE001	BA Test Pty Ltd	ANDS	09110004	21/11/2009	4,063.70
Tender Type Total						19,198.91			No. Of Transactions	9			-1,867.95

BKREPORTS_R600 | Includes details only for Executive: Sheri Andrews | Page 1 of 3

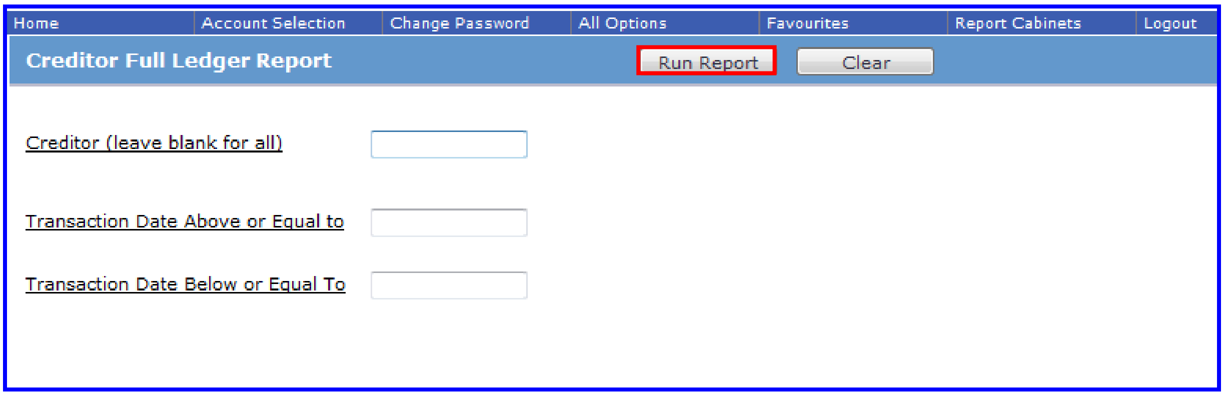
If you select a specific Executive or Division, they will display on the Report Footer.

Creditor Full Ledger Report

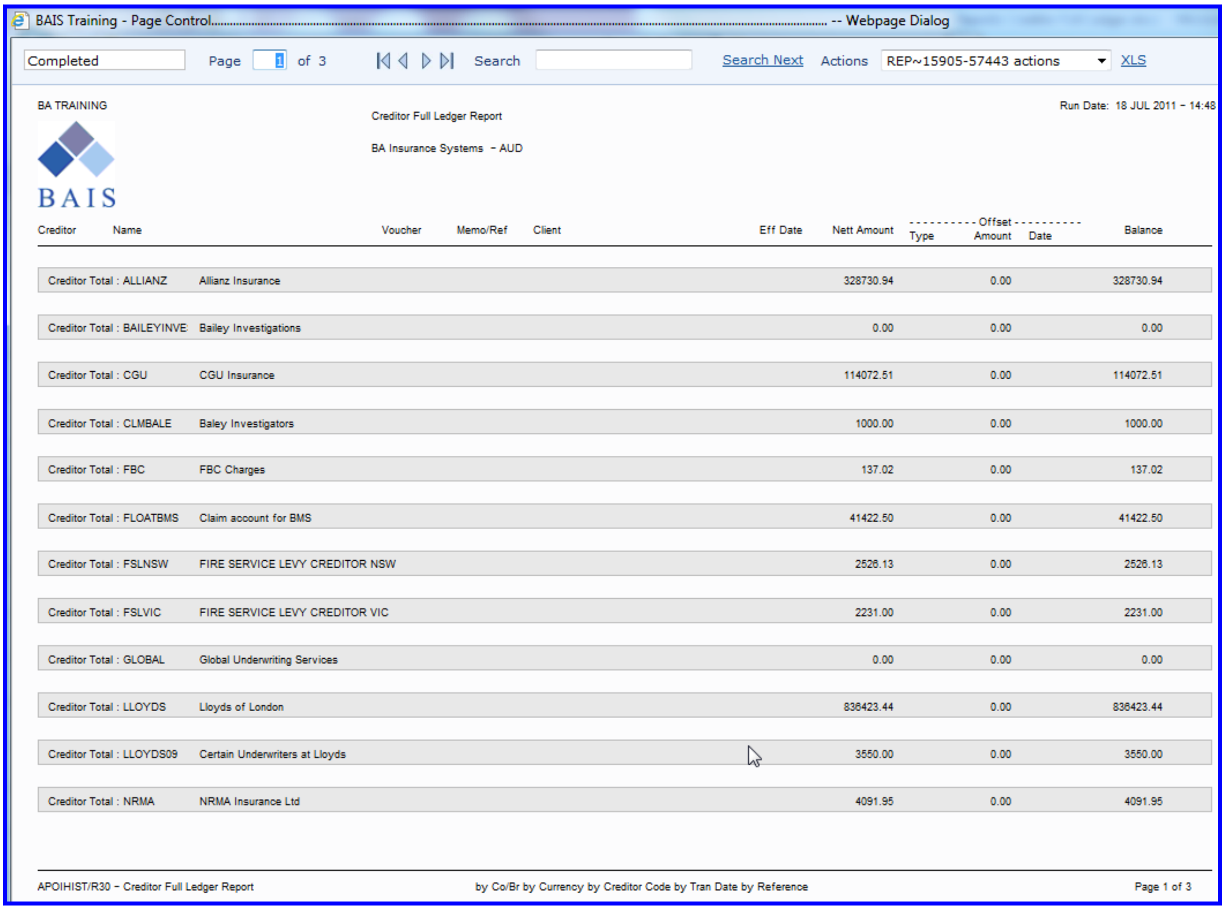
This report can be accessed from the **Home** page, then **Accounting** option, then by selecting Category = **Reports**, then clicking **on Creditor Full Ledger Report** as shown below:



Once in the report screen, you can select a specific **Creditor** (or leave as default for All) and set a **Transaction Date** or **Transaction Date** range as per screen below:



Once you have selected your report criteria, click on **Run Report.** The following is a sample of this report run as a **Summary Only,** but you can also select to run the report in full **Detail**.



BAIS Training - Page Control -- Webpage Dialog

Completed | Page 1 of 3 | Search | Search Next | Actions | REP~15905-57443 actions | XLS

BA TRAINING

Creditor Full Ledger Report

BA Insurance Systems - AUD

Run Date: 18 JUL 2011 - 14:48

BAIS

Creditor	Name	Voucher	Memo/Ref	Client	Eff Date	Nett Amount	Offset Type	Offset Amount	Offset Date	Balance
Creditor Total : ALLIANZ	Allianz Insurance					328730.94		0.00		328730.94
Creditor Total : BAILEYINVE	Bailey Investigations					0.00		0.00		0.00
Creditor Total : CGU	CGU Insurance					114072.51		0.00		114072.51
Creditor Total : CLMBALE	Baley Investigators					1000.00		0.00		1000.00
Creditor Total : FBC	FBC Charges					137.02		0.00		137.02
Creditor Total : FLOATBMS	Claim account for BMS					41422.50		0.00		41422.50
Creditor Total : FSLNSW	FIRE SERVICE LEVY CREDITOR NSW					2526.13		0.00		2526.13
Creditor Total : FSLVIC	FIRE SERVICE LEVY CREDITOR VIC					2231.00		0.00		2231.00
Creditor Total : GLOBAL	Global Underwriting Services					0.00		0.00		0.00
Creditor Total : LLOYDS	Lloyds of London					836423.44		0.00		836423.44
Creditor Total : LLOYDS09	Certain Underwriters at Lloyds					3550.00		0.00		3550.00
Creditor Total : NRMA	NRMA Insurance Ltd					4091.95		0.00		4091.95

APOIHIST/R30 - Creditor Full Ledger Report   by Co/Br by Currency by Creditor Code by Tran Date by Reference   Page 1 of 3

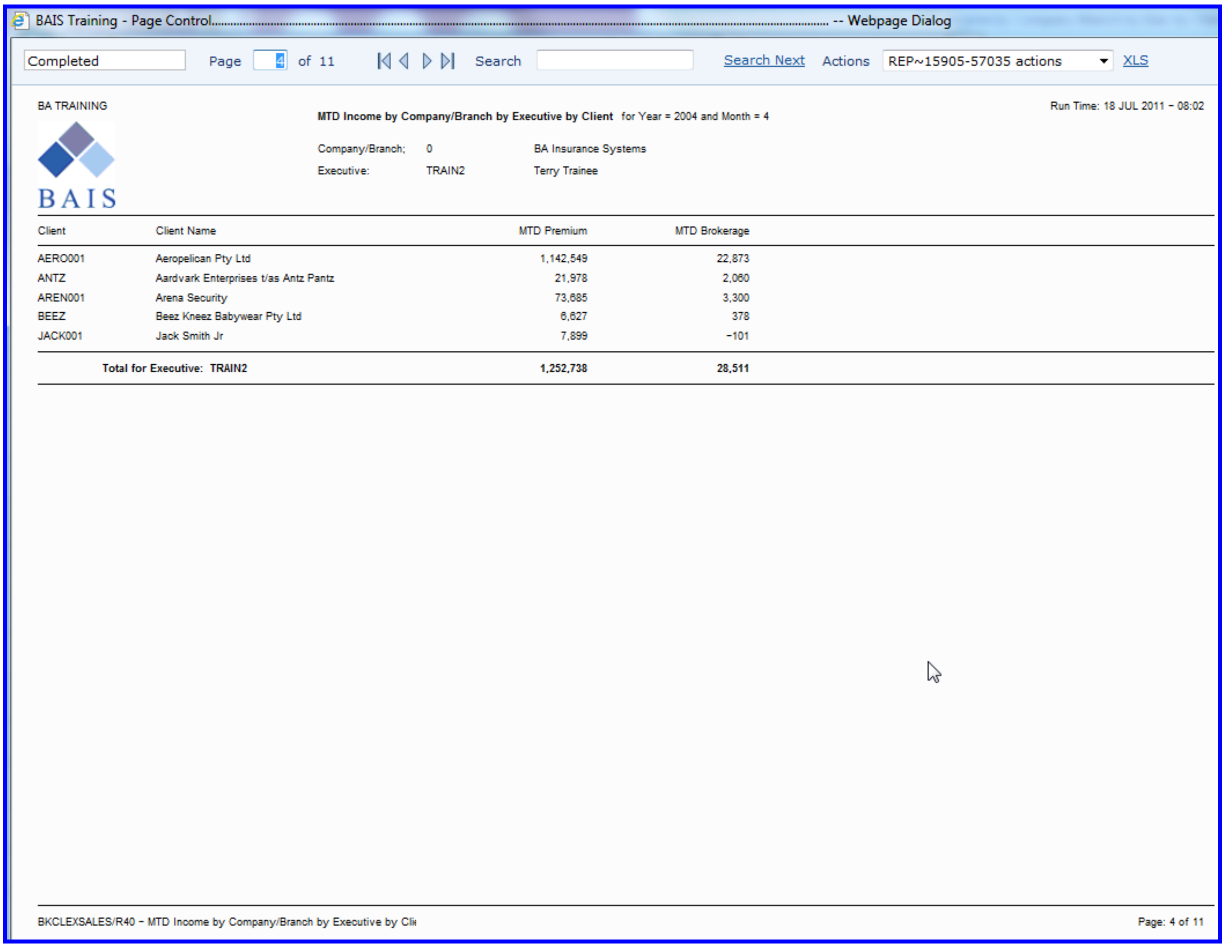
MTD Income by Company/Branch by Executive by Client

This report produces a Month-To-Date Income report by Company/Branch.

The report allows you to filter by **Executive** (leave blank for all Executives), **Year** (defaults to current year) and **Month** (defaults to end of current quarter). Note, Year and Month are mandatory to run this report, Executive can be left blank if you want to run the report for all Executives.

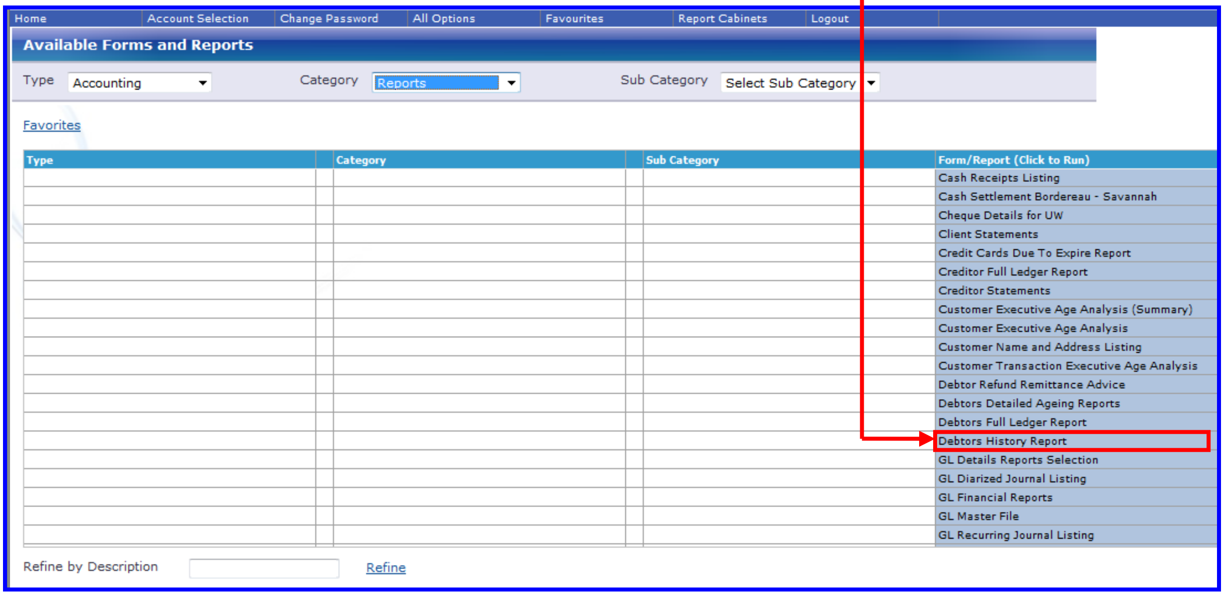
Click on **Run Report** when selection criteria has been input.

Example of the report:

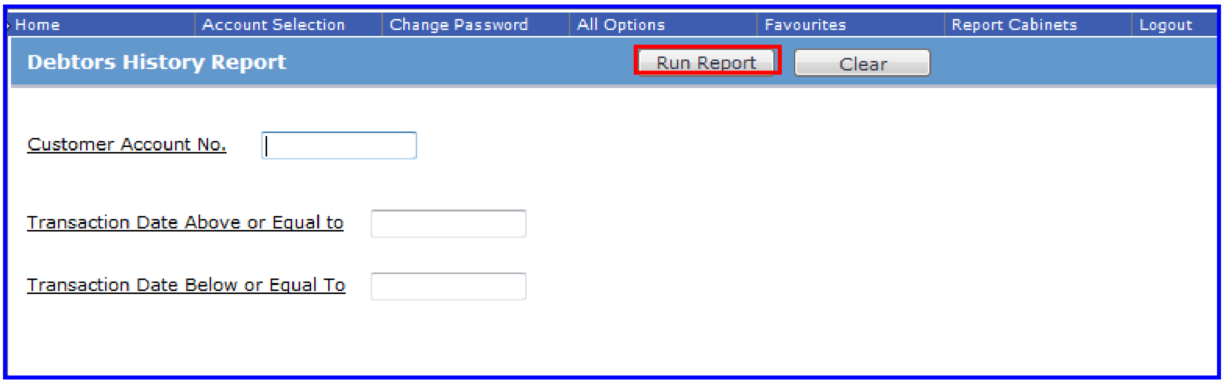


Debtor History Report

This report can be accessed from the **Home** page, then **Accounting** option, then by selecting Category = **Reports**, then clicking on **Debtor History Report** as shown below:



Once in the report screen, you can select a specific **Customer Account No.** (or leave as default for All) and set a **Transaction Date** or **Transaction Date** range as per screen below:



Once you have selected your report criteria, click on **Run Report**. The following is a sample snapshot of this report run in detail (as opposed to **Summary Only** option):

Ibais Insurance Software - Page Control -- We

Completed Page 1 of 18 Search Search Next Actions REP~1

TRAINING

Run Date: 18 JUL 2011 - 15:46

Debtors History Report

Open Items for : 1442 - Amanda Curt

BAIS

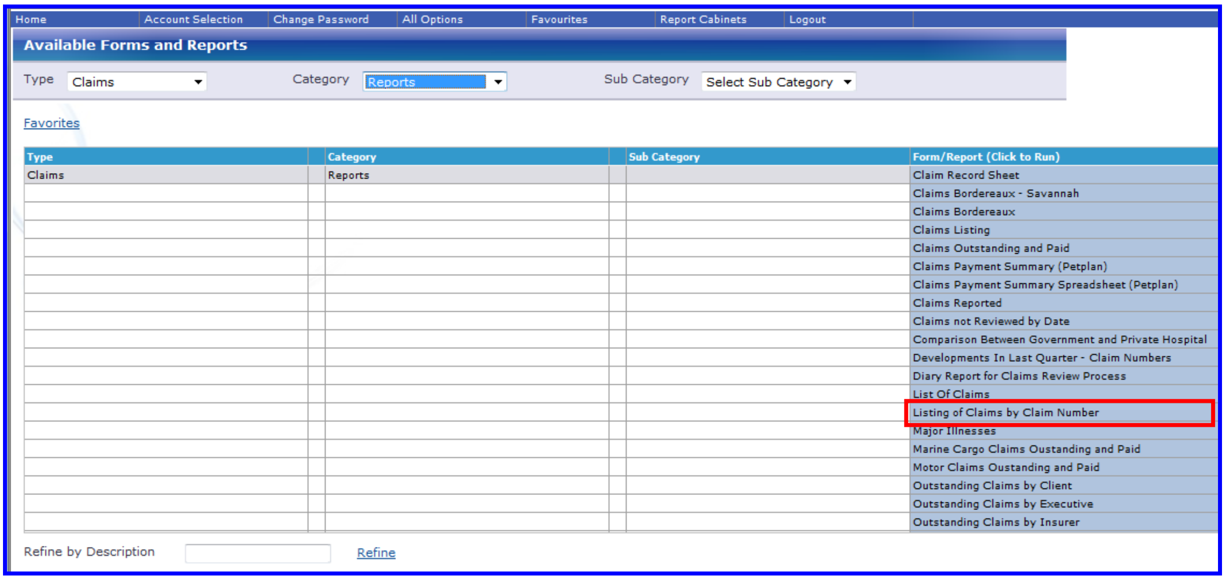
Document No.	Tran ID	Tran Type	Cust Ref	Tran Date	Curr	Original Amount	Alloc Type	Alloc Tran ID	Alloc Document	Alloc Amount	Outst Amount
16	50	REC1	CASH	06/05/10	$	-234.81	INVB	48	I32	234.81	0.00
23	116	REC1	77653	27/10/10	$	-843.79	INVB	55	I34	843.79	0.00
24	117	REC1	987643	27/10/10	$	-244.60	INVB	56	I35	244.60	0.00
2710101	129	REF1	1	27/10/10	$	3455.86	CRNB	104	I83	-3455.86	0.00
28	121	REC1	8765	27/10/10	$	-795.37	INVB	87	I66	795.37	0.00
I32	48	INVB	10050002	06/05/10	$	234.81	REC1	50	16	-234.81	0.00
I34	55	INVB	10100001	25/10/10	$	843.79	REC1	116	23	-843.79	0.00
I35	56	INVB	10100001	25/10/10	$	244.60	REC1	117	24	-244.60	0.00
I42	63	INVB	10100006	26/10/11	$	3518.90	CRNB	78	I57	-3518.90	0.00
I57	78	CRNB	10100006	26/10/11	$	-3518.90	INVB	63	I42	3518.90	0.00
I58	79	INVB	10100006	26/10/11	$	11218.90	CRNB	93	I72	-11218.90	0.00
I66	87	INVB	10100006	28/10/10	$	795.37	REC1	121	28	-795.37	0.00
I72	93	CRNB	10100006	26/10/11	$	-11218.90	INVB	79	I58	11218.90	0.00
I83	104	CRNB	10100006	28/10/10	$	-3455.86	REF1	129	2710101	3455.86	0.00
Total for : 1442 - Amanda Curt						0.00				0.00	0.00

AROIHIST/R10 - Debtors History Report by Debtor by Document Number Page 1 of 18

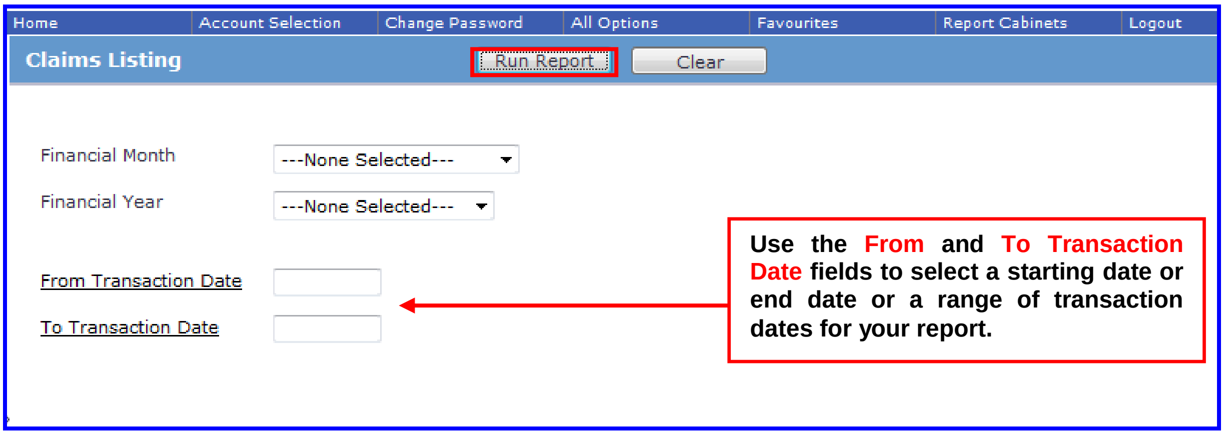
Listing of Claims by Claim Number

This report produces a listing of claims in Claim Number order with their corresponding financial transactions.

It can be accessed from the **All Options** selection, then selecting **Claims** from the Type dropdown, then **Reports** from the Category dropdown, then selecting Listing of Claims by Claim Number, as shown below:



Once in the report screen, you can select a specific **Customer Account No.** (or leave as default for All) and set a **Transaction Date** or **Transaction Date** range as per screen below:



Once you have selected your report criteria, click on **Run Report**. The following is a sample snapshot of this report (note these is no summary report option available):

Ibais (Pulse.Test) - Page Control...... -- Webpage Dialog

Completed Page 23 of 31 Search Search Next Actions REP~15905-57555 actions XLS

BA INSURANCE SYSTEMS

Listing of Claims

Financial Period not selected.

All transactions selected.

Run Date: 18 JUL 2011 - 16:09

Claim No	Client Code	Client Name	Date Of Loss	Transaction Date	Tran. Type	Claim Total	Outstanding Reserve	Entered By	Comment
PBI-04-0002	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	23/03/2004	22/08/2005	PAY	500.00	0.00	ands	Cheque sent to insured
PBI-04-0002	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	23/03/2004	22/08/2005	FIN	500.00	0.00	ands	Finalised $ 500.00
PBI-04-0003	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	REG	0.00	0.00	ands	UPDATE FROM INSURER
PBI-04-0003	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	ADJ	0.00	0.00	ands	UPDATE FROM INSURER
PBI-04-0003	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	PAY	2,000.00	0.00	ands	SENT CHEQ FOR $2000 TO CLIENT
PBI-04-0003	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	FIN	2,000.00	0.00	ands	SENT CHEQ FOR $2000 TO CLIENT
PBI-04-0004	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	REG	0.00	0.00	ands	CLIENT CALLED ADVISED OF CLAIM
PBI-04-0004	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	PAY	100,000.00	0.00	ands	CLAIM FINALISED
PBI-04-0004	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	FIN	100,000.00	0.00	ands	CLAIM FINALISED $10000 TOTAL
PBI-04-0005	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	15/04/2004	06/04/2004	REG	0.00	0.00	ands	F/N-Injury
PBI-04-0005	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	15/04/2004	06/04/2004	PAY	500.00	0.00	ands	Payment
PBI-04-0005	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	15/04/2004	06/04/2004	FIN	500.00	0.00	ands	Finalised
PBI-04-0006	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	REG	0.00	0.00	ands	FN 06/04/2004 CLAIM FORM SENT TO CLIENT - F/U 20APR04
PBI-04-0006	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	PAY	5,000.00	0.00	ands	06/04/2004 CLAIM TO BE FINALISED
PBI-04-0006	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	FIN	5,000.00	0.00	ands	06/04/2004 CLAIM FINALISED FOR $5000 CHQ SENT TO CLIENT
PBI-04-0007	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	REG	0.00	0.00	ands	requested assessors report
PBI-04-0007	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	PAY	2,000.00	0.00	ands	requested assessors report
PBI-04-0007	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	FIN	2,000.00	0.00	ands	requested assessors report
PBI-04-0008	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	REG	0.00	0.00	ands	advised payment was going to be made
PBI-04-0008	PIGOUT	Harry and Mary Smith t/as : PIG OUT CAFE	06/04/2004	06/04/2004	PAY	2,750.00	2,750.00	ands	advised payment was going to be made
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	REG	20,100.00	20,100.00	ands	New Claim -Request Assessor
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	ADJ	10,100.00	10,100.00	ands	Update reserve outstanding
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	PAY	10,100.00	5,100.00	ands	Part payment sent
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	PAY	10,100.00	5,000.00	ands	Assessor payment
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	ADJ	5,100.00	0.00	ands	Outstanding reserve adjusted
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	FIN	5,100.00	0.00	ands	fINALISE OUTSTANDING CLAIM
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	OPEN	5,100.00	0.00	ands	Recovery received to be entered
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	REC	5,000.00	-100.00	ands	Recovery entered
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	REC	5,000.00	-100.00	ands	Recovery entered
PBI-04-0009	0A&JE001	A & J Entertainment trading as GOOD TIMES	10/03/2004	29/04/2004	AUT	5,000.00	0.00	ands	Recovery authorised
PBI-04-0010	PIGOUT	Harry and Mary Smith t/as PIG OUT	05/07/2004	06/07/2004	REG	0.00	0.00	ands	Underwriter notified of claim - waiting on claim form from client

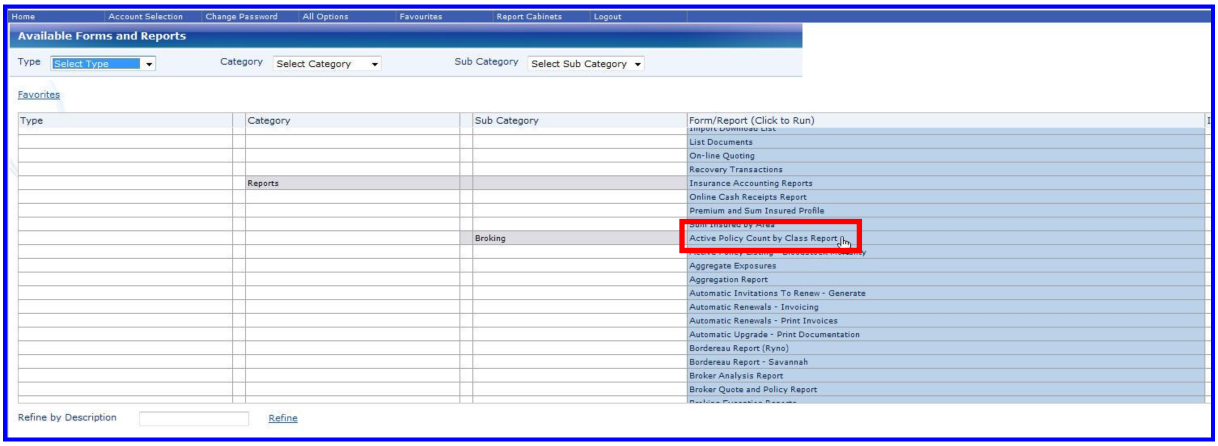
BCCLAIMS_R25 Claims Listing Sorted by Claim No. Page 23 of 31

Active Policy Count by Policy Class Report

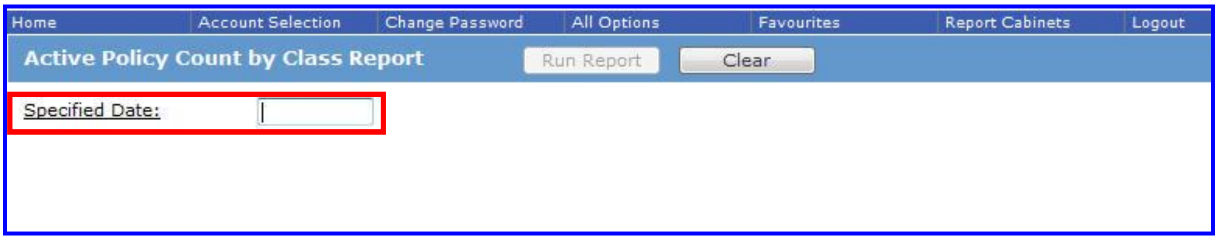
This report will capture the number of policies active at a particular date, by policy class. This is required by the Financial Ombudsman Service for their Annual Assessment for Base Levy & Comparative Tables.

The new report can be located in the All Options menu and is called:

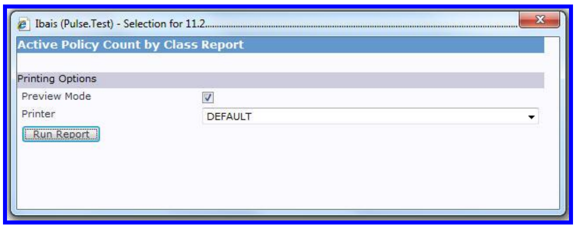
Active Policy Count by Policy Class Report



You can specify the **date** at which you want to report on active policies:



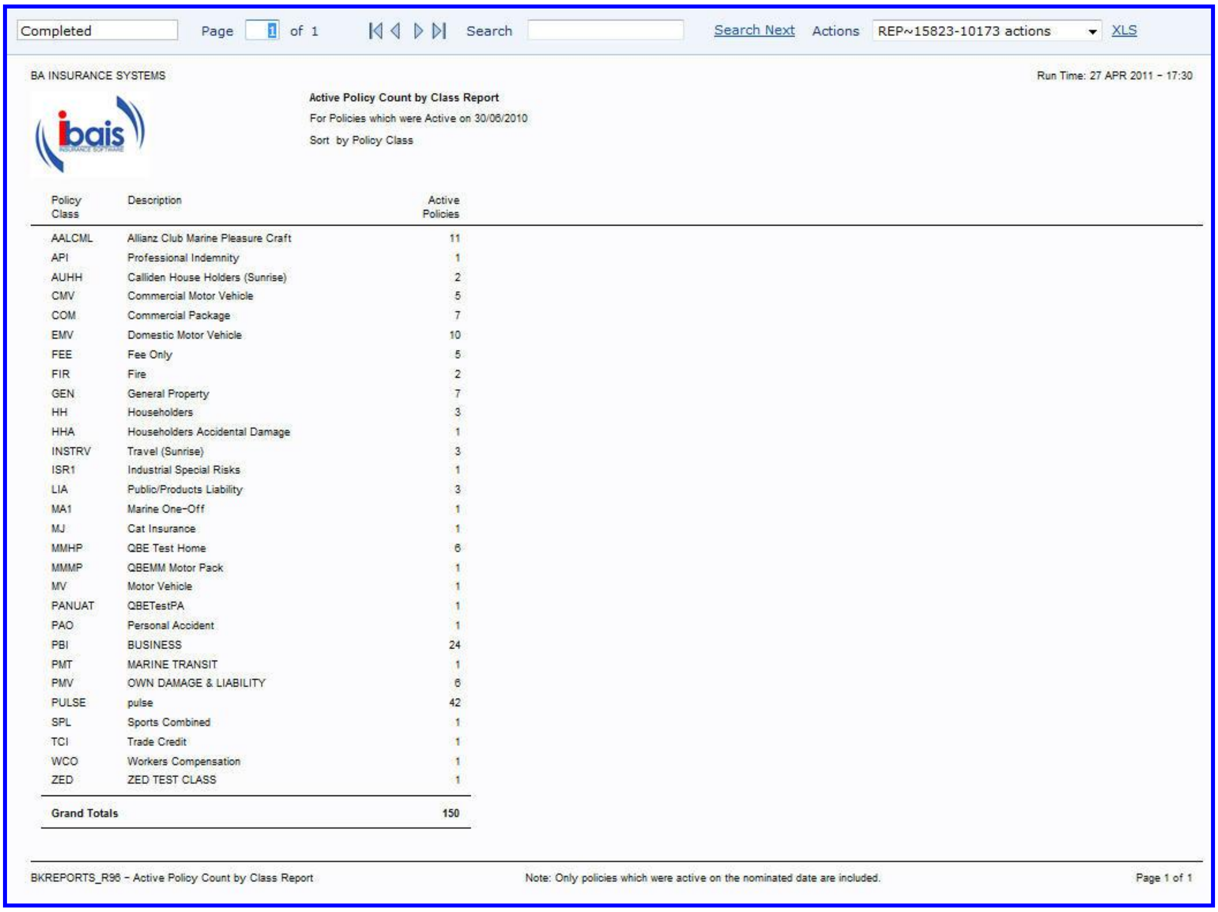
Click **Run Report** once you have entered the date required and the following screen is displayed.



Select **Preview** if you want to view the report on screen. Use the **Printer drop down menu** to select to **email** the report to yourself or send it to Report Cabinets, or **leave as default to send to printer**.

Click **Run Report** once you have made your selections.

An example of the report is shown here:


Completed Page 1 of 1 Search Search Next Actions REP~15823-10173 actions XLS

BA INSURANCE SYSTEMS

Run Time: 27 APR 2011 - 17:30

Active Policy Count by Class Report

For Policies which were Active on 30/06/2010

Sort by Policy Class

Policy Class	Description	Active Policies
AALCML	Allianz Club Marine Pleasure Craft	11
API	Professional Indemnity	1
AUHH	Calliden House Holders (Sunrise)	2
CMV	Commercial Motor Vehicle	5
COM	Commercial Package	7
EMV	Domestic Motor Vehicle	10
FEE	Fee Only	5
FIR	Fire	2
GEN	General Property	7
HH	Householders	3
HHA	Householders Accidental Damage	1
INSTRV	Travel (Sunrise)	3
ISR1	Industrial Special Risks	1
LIA	Public/Products Liability	3
MA1	Marine One-Off	1
MJ	Cat Insurance	1
MMHP	QBE Test Home	6
MMMP	QBEMM Motor Pack	1
MV	Motor Vehicle	1
PANUAT	QBETestPA	1
PAO	Personal Accident	1
PBI	BUSINESS	24
PMT	MARINE TRANSIT	1
PMV	OWN DAMAGE & LIABILITY	6
PULSE	pulse	42
SPL	Sports Combined	1
TCI	Trade Credit	1
WCO	Workers Compensation	1
ZED	ZED TEST CLASS	1
Grand Totals		**150**

BKREPORTS_R96 - Active Policy Count by Class Report

Note: Only policies which were active on the nominated date are included.

Page 1 of 1