



# Chapter 7

## Reporting



---

---

## Chapter 7 – Table of Contents

<b>CHAPTER 7 - REPORTING</b>	<b>7-1</b>
OVERVIEW	7-1
HOW TO ACCESS THE REPORTING FUNCTIONS	7-1
REPORT CABINETS	7-1
Running Reports to Report Cabinets	7-4
Viewing the Reports in the Report Cabinets	7-5
Saving Reports to a Cabinet	7-7
How to create a new drawer	7-7
BROKING REPORTS	7-9
Invoice Summary Report	7-9
SUBAGENT COMMISSION RATE LISTING	7-10
BROKING REPORT WITH SUBAGENT DETAILS SELECTION REPORT	7-12
KEY REPORTS	7-14
Sales by Invoice Type	7-15
Earned Amounts by Invoice Type	7-16
PORTFOLIO ANALYSIS	7-17
EXPIRED POLICY REPORT	7-18
SUSPENDED POLICY TRANSACTIONS REPORT	7-19
POLICIES WITHOUT POLICY NUMBERS	7-20
CUSTOMER NAME AND ADDRESS LISTING	7-21
REPRINT CREDIT CONTROL LETTERS	7-22
TRANSACTION LISTING BY TRANSACTION DATE	7-24
BROKING TRANSACTIONS FOR INSURER	7-25
FSRA DETAILS BY CLIENT	7-26
RENEWAL REPORTS	7-27
Outstanding Renewal Report By Client	7-27
Outstanding Renewals By Client By Debtor	7-29
Outstanding Renewals Report (With Schedules)	7-30
Renewal Report With Text Schedule	7-31
GST/VAT REPORTING	7-33
TRUST ACCOUNTING REPORTS	7-34
Trust Account Summary Report	7-37
Trust Trial Balance Report	7-39
Control Total Balancing Report	7-40
Brokerage Earned Summary Report	7-41
Debtors Ageing Report	7-42
Creditor Report	7-43
Return Premium Reports	7-44
Unallocated Cash Listing	7-46
Trust Bank Movements (Section 26) Report	7-47
Policy Transaction Exception report	7-49
Brokerage Earned Reports	7-50
Brokerage Taken Report	7-52
Consolidated Brokerage Earned Report	7-53
CLIENT STATEMENTS	7-54
Accessing Client Statements	7-54
Run report	7-55
SUNRISE POLICIES REQUIRING CLOSURE	7-58

---

---

GENERAL LEDGER DETAILS REPORTS .....	7-60
CASH RECEIPTS LISTING .....	7-62
CREDITOR FULL LEDGER REPORT.....	7-64
MTD INCOME BY COMPANY/BRANCH BY EXECUTIVE BY CLIENT.....	7-65
DEBTOR HISTORY REPORT .....	7-67
LISTING OF CLAIMS BY CLAIM NUMBER.....	7-68
ACTIVE POLICY COUNT BY POLICY CLASS REPORT.....	7-70

## 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**.

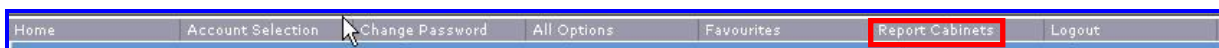
The **ibais Security System** only enables access to Reports and Report Cabinets that you have permission to access.

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



## Chapter 7 – Reporting

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

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

These are indicated below.

The open cabinet will be highlighted.

1 Available Cabinets. Click to display list of drawers.

2 Available Drawers. Click to open drawer and view list of reports.

3 Select the report(s) you would like to print or email by clicking in the select box alongside the report name.

You may Click on any header on the toolbar and the reports will re-sort.

**File View** – Contains the files that are available to be opened.

Click Print Selected or Email Selected once your selection is made and the selected reports will be emailed to you.

Description	Select?	Job Name	Bv	Date	Time	% Complete	Pages
Renewal Summary	<input checked="" type="checkbox"/>	REP~15123-28463		27/05/09	09:29	100%	1
Production Summary	<input type="checkbox"/>	REP~15123-28461		27/05/09	09:29	100%	1
Team Reports	<input type="checkbox"/>	REP~15122-28304		26/05/09	17:25	100%	2

Refresh File Listing Print Selected Email Selected Select All Clear Select

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

## Chapter 7 – 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:

Completed Page 1 of 2 Search Search Next Actions REP~15220-80072 actions XLS

BA INSURANCE SYSTEMS

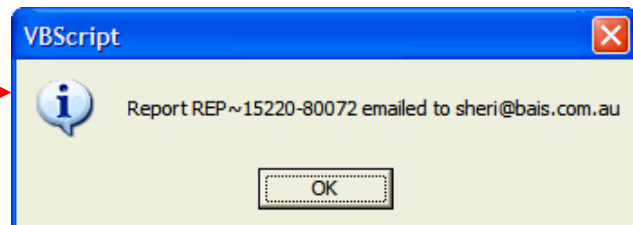
**Trust Trial Balance Report**  
For all companies and all currencies

Company: 0 BA INSURANCE SYSTEMS  
Currency: AUD AUSTRALIAN DOLLARS

Account Number	Account Name	Debit Amt	Credit Amt
BANK-050	Trust Bank Account number 050	1329165.09	0.00
BANK-080	Investment Bank Account number 080	116110.00	0.00
BROCOMM	Broker's Commission	0.00	16274.47
BROCOMMGST	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
RETPREMIUM	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

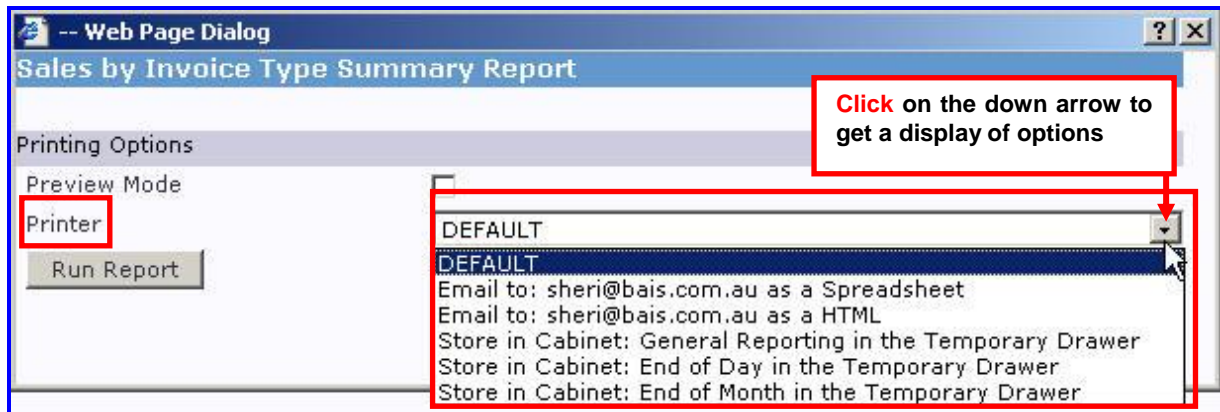
Use the Actions drop down menu to select Email Report to Self.

A confirmation box is displayed as shown.

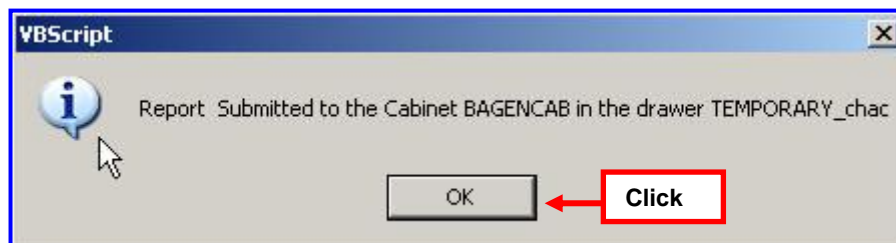


## Running Reports to Report Cabinets

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

The screenshot displays the 'Cabinet - Report Interface'. It features two sidebars: 'Available Cabinets' on the left and 'Available Drawers' on the right. The main area contains a table of reports. Annotations with red boxes and arrows provide instructions on how to interact with the interface.

**Available Cabinets:**

- General Reporting
- End of Day
- End of Month

**Available Drawers:**

- TEMPORARY - Chambers, Cathy
- Company Wide Reports

Description	Print?	Job Name	By	Date	Time	% Complete	Pages
AP Creditors Age Analysis	<input checked="" type="checkbox"/>	REP~14572-14591		23/11/07	11:06	100%	7
Sales by Invoice Type Summary Report	<input checked="" type="checkbox"/>	REP~14572-14588		23/11/07	10:57	0%	0
Sales by Invoice Type Summary Report	<input checked="" type="checkbox"/>	REP~14572-14583		23/11/07	10:48	100%	1

**Annotations:**

- Click to view the report:** Points to the report description in the table.
- This Field defaults to X. Should you wish to Print an individual report Click to select or Click the buttons on the tool bar to Select All or Clear Select.** Points to the 'Print?' checkbox column.
- Click to Refresh File Listing:** Points to the 'Refresh File Listing' button in the toolbar.
- This will Print the Selected reports:** Points to the 'Print Selected' button in the toolbar.

**Toolbar:**

- Refresh File Listing
- Print Selected
- Select All
- Clear Select

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

## Chapter 7 – Reporting

Completed Page 1 of 1 Search Search Next Actions

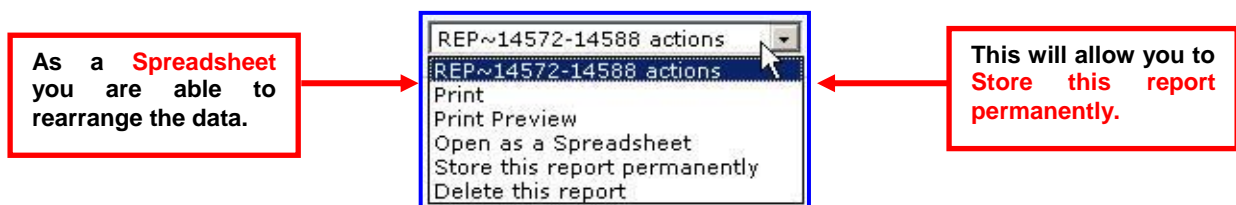
B A Insurance Systems Pty Ltd Sales by Invoice Type Summary Report- sort by

Company/Branch: All All Company/Branches

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

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	41982183.86	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
Rebroke Rnls	424068.24	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	486.66
Endorsements	1298285.10	1231.30	164.81	189,930.78	19894.70	951751.84	101519.14	6430.95	141260.66	97988.91	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.



**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

The screenshot shows a dialog box titled "Save Report Permanently to a Cabinet" with "Submit" and "Cancel" buttons in the top right. It features two list boxes: "Available Cabinets" on the left and "Available Drawers" on the right. The "Available Cabinets" list includes "General Reporting", "End of Day", and "End of Month". The "Available Drawers" list includes "Company Wide Reports", "Reports for Staff Meeting", and "Reports for Management Meeting". Below these lists, a red-bordered box contains the text: "You must select a cabinet from the list above" and "Select an existing draw from the above list, or create a new drawer below". Under this box is a checkbox labeled "Create a new draw" which is currently unchecked. Below the checkbox is the "New Drawer Details:" section, which includes a "Drawer Description" text field, a "Report Description" text field containing "AP Creditors Age Analysis", and an "Access for Me Only" checkbox which is checked. Below this is the "Report Purge Details:" section, which includes "Auto Purge After (Date)" and "Auto Purge Days" text fields. At the bottom are "Submit" and "Cancel" buttons.

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.

A close-up of the "Create a new draw" checkbox, which is now checked, indicated by a checkmark inside the box.

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

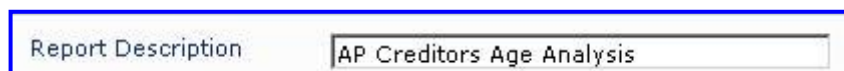
A close-up of the "New Drawer Details:" section, showing the "Drawer Description" text field which is now enabled and ready for input.

## Chapter 7 – Reporting

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

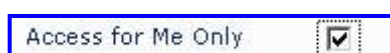
Complete the following steps to **store the report**.

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

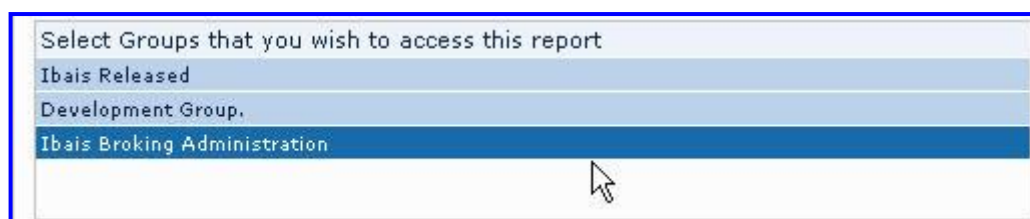
A screenshot of a web form showing a text input field labeled "Report Description" with the text "AP Creditors Age Analysis" entered. The field is highlighted with a blue border.

**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

A screenshot of a web form showing a checkbox labeled "Access for Me Only" which is checked. The field is highlighted with a blue border.

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.

A screenshot of a dialog box titled "Select Groups that you wish to access this report". It contains a list of groups: "Ibais Released", "Development Group.", and "Ibais Broking Administration". The "Ibais Broking Administration" group is selected and highlighted. A mouse cursor is pointing at the list.

**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**.

A screenshot of a web form titled "Report Purge Details:". It contains two input fields: "Auto Purge After (Date)" and "Auto Purge Days". Both fields are empty and have a blue border.

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:

A screenshot of a web form showing two buttons: "Submit" and "Cancel". The "Submit" button has a green checkmark icon and the "Cancel" button has a blue circle icon. Both buttons are highlighted with a blue border.

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.

Invoice Summary

Use current financial month? ☐ 1/04

OR

Trans From Date: 01/11/07

Trans To Date: 15/11/07

Executive or Subagent: ANDS Sheri Andrews

Sort Sequence: Invoice number

Print Version with Subagent % ☒

Nominate either current financial month (displays for you) or From and To date.

Enter or look up Executive or Subagent or leave blank to get all


Sort by  
 Invoice number  
 Executive  
 Sub Agent  
 Transaction Date

Click if you require the report to display the subagent's %

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

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

BATRANING



BAIS

Invoice Summary Report

29 NOV 2007 - 15:29

Period Start: 01/11/2007

Period End: 15/11/2007

Exec Date	Invoice No	Client	Policy No	Memorandum	Basic Premium	FSL	Brokerage	GST Comm	GST Fee	Gross Amount	Subagent	%	Fee %
Exec	Type			Underwriter	Stamp Duty		Brokers Fee	Other Fee/C	GST Amount				
12/11/07	1185	NEWC001	To Be Advised	07100002	-165.98		-33.20	-3.32	-3.32	-157.10	SUB-NET	0.00	0.00
ANDS	CRN	END	New Client	COD	-9.22	-1.66	33.20	0.00	-16.76				
12/11/07	1187	FRED001	Fred Happy Tax Happy Facile	07110001	0.00		2,640.00	0.00	0.00	2,640.00		0.00	0.00
ANDS	INV8	POL			0.00	0.00							
12/11/07	1188	FRED001	Fred Happy Tax Happy Facile	07110002	0.00		8.00	0.00	0.00	2,640.00		0.00	0.00
ANDS	CRN	POL			0.00	0.00	-2,640.00	0.00		-2,640.00		0.00	0.00
					-165.98		-33.20	-3.32	3.32				
					-9.22	-1.66	33.20	0.00	-16.76	-157.10			

3BKREPORTS\_R3005 - Invoice Summary Report

Invoice Number by Transaction Date with Subagent %

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:

Home Account Selection Change Password All Options Favourites Report Cabinets Logout

**Available Forms and Reports**

Type: Select Type Category: Select Category Sub Category: Select Sub Category

Favorites

Type	Category	Sub Category	Form/Report (Click to Run)
Insurance	Reports	Broking	Subagent Commission Rate Listing

Refine by Description  Refine

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).

Home Account Selection Change Password All Options Favourites Report Cabinets Logout

**Subagent Commission Rate Listing** Run Report Clear

Exec Debtor (Net Subagent) ☐

Click in this box if you want to include Exec Debtors (Net Subagents)

Click on Run Report to run your listing

## Chapter 7 – Reporting


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

Example of the report – without Exec Debtors:

ibais Insurance Software - Page Control -- Webpage Dial

Completed Page 1 of 1 Search Search Next Actions REP~15907-58803 actions XLS

TRAINING Subagent Commission Rate Listing Run Time: 20 JUL 2011 - 11:57



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	Brilliant 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 Subagent Commission Rate Listing Run Time: 02 SEP 2011 - 08:36



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		
BKRABCD	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		
BRKXYZ01	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:

Available Forms and Reports

Type: Select Type Category: Select Category Sub Category: Select Sub Category

Form/Report (Click to Run)

Type	Category	Sub Category	Form/Report (Click to Run)
Insurance	Reports	Broking	Broking Exception Reports
			<b>Broking Report with Subagent Details</b>
			Broking Transactions for Insurer
			Debtor Outstanding with Broking Details

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:

Broking Report with Subagent Details - Report Selection

Run Report Clear

Transaction Types to include:

Transaction Types

---Tran.Type---

---Tran.Type---

Adjustment

Amend Renewal

Cancel Renewal

Cancellation

Endorsement

Instalment

New Policy

Renewal

Inception Date From:

Inception Date To:

Transaction Date From:

Transaction Date To:

Use the **Transaction Type** dropdown button to select types required for report – options shown here.

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):



## Chapter 7 – Reporting

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

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

BA TRAINING

Broking Transactions Report with Subagent Details

Run Time: 20 JUL 2011 - 11:49

Include all Transaction Types

Includes all Inception Dates

Includes all Transaction Dates

Insured Name	Insured Code	Dealer Code	Dealer Name	Inception Date	Expiry Date	Invoice Number	Memo No	Policy No	Base Premium	Executive Code	Executive Name	Class	Type	Tran Date	Gross Premium	Commission	Fee	Subagent Commission
Ken Smith Tias Smith Electric	SMITH-K	SMITH-K	Ken Smith Tias Smith Electric	10/04/08	10/10/08	1135	07090016	askjashash	50.00	TRAIN1	Tom Trainee	PBI	END	25/09/07	97.45	10.00	25.00	0.00
Ken Smith Tias Smith Electric	SMITH-K	SMITH-K	Ken Smith Tias Smith Electric	10/10/07	10/10/08	1136	07090016	askjashash	-150.00	TRAIN1	Tom Trainee	PBI	CAN	25/09/07	-349.34	-30.00	-125.00	0.00
New Client	NEW0001	NEW0001	New Client	01/10/07	01/10/08	1260	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	NEW0001	NEW0001	New Client	01/10/07	01/10/08	1261	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	NEW0001	NEW0001	New Client	01/10/07	01/10/08	1139	07100001	To Be Advised	1,125.00	ANDS	Sheri Andrews	COM	POL	02/10/07	1,663.00	225.00	0.00	135.00
New Client	NEW0001	NEW0001	New Client	01/11/07	01/10/08	1140	07100001	To Be Advised	1,098.36	ANDS	Sheri Andrews	COM	END	02/10/07	1,316.93	219.67	0.00	32.99
New Client	NEW0001	NEW0001	New Client	01/10/07	01/10/08	1141	07100001	123456	2,500.00	ANDS	Sheri Andrews	COM	END	02/10/07	2,997.50	500.00	0.00	75.00
New Client	NEW0001	NEW0001	New Client	01/10/07	01/10/08	1344	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	NEW0001	SUB-NET	Net Paying Sub Agent	01/10/07	01/10/08	1142	07100002	To Be Advised	937.50	ANDS	Sheri Andrews	CHIV	POL	03/10/07	1,148.65	187.50	50.00	31.25
New Client	NEW0001	SUB-NET	Net Paying Sub Agent	01/10/07	01/10/08	1143	07100002	To Be Advised	-937.50	ANDS	Sheri Andrews	CHIV	CAN	03/10/07	-1,148.65	-187.50	-50.00	-31.25
New Client	NEW0001	SUB-NET	Net Paying Sub Agent	01/10/07	01/10/08	1144	07100002	To Be Advised	937.50	ANDS	Sheri Andrews	CHIV	REN	03/10/07	1,256.65	187.50	150.00	28.13
New Client	NEW0001	SUB-NET	Net Paying Sub Agent	12/11/07	01/10/08	1155	07100002	To Be Advised	-165.96	ANDS	Sheri Andrews	CHIV	END	12/11/07	-157.10	-33.20	33.20	0.00
Ben Goudie-Park	BEN0001	BEN0001	Ben Goudie-Park	02/10/07	02/10/08	1147	07100003	To Be Advised	490.00	ANDS	Sheri Andrews	PHV	POL	03/10/07	565.95	49.00	0.00	0.00
Ben Goudie-Park	BEN0001	BEN0001	Ben Goudie-Park	10/10/07	10/10/08	1149	07100004	To Be Advised	1,000.00	ANDS	Sheri Andrews	PHH	POL	03/10/07	1,268.00	0.00	150.00	0.00
Melissa Goudie	MEL001	MEL001	Melissa Goudie	03/10/07	03/10/08	1150	07100005	To Be Advised	500.00	ANDS	Sheri Andrews	CPH	POL	03/10/07	577.50	125.00	0.00	0.00
Melissa Goudie	MEL001	MEL001	Melissa Goudie	03/04/08	03/10/08	1151	07100005	To Be Advised	220.00	ANDS	Sheri Andrews	CPH	END	03/10/07	254.10	55.00	0.00	0.00
Melissa Goudie	MEL001	MEL001	Melissa Goudie	01/01/08	03/10/08	1152	07100005	To Be Advised	377.05	ANDS	Sheri Andrews	CPH	END	03/10/07	435.50	94.25	0.00	0.00
Melissa Goudie-Park	MEL002	MEL002	Melissa Goudie-Park	03/10/07	03/10/08	1153	07100006	To Be Advised	1,000.00	ANDS	Sheri Andrews	HHQ	POL	03/10/07	1,162.50	200.00	0.00	0.00
Melissa Goudie-Park	MEL002	MEL002	Melissa Goudie-Park	03/04/08	03/10/08	1154	07100006	To Be Advised	125.00	ANDS	Sheri Andrews	HHQ	END	03/10/07	147.51	25.00	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1155	07100007	To Be Advised	1,000.00	ANDS	Sheri Andrews	CHP	POL	04/10/07	1,155.00	100.00	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1156	07100007	To Be Advised	-1,000.00	ANDS	Sheri Andrews	CHP	CAN	04/10/07	-1,155.00	-100.00	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1262	07100008	To Be Advised	53.33	ANDS	Sheri Andrews	CHP	INS	06/10/07	91.66	8.33	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1263	07100008	To Be Advised	53.33	ANDS	Sheri Andrews	CHP	INS	05/11/07	91.66	8.33	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1264	07100008	To Be Advised	53.33	ANDS	Sheri Andrews	CHP	INS	06/12/07	91.66	8.33	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1265	07100008	To Be Advised	53.33	ANDS	Sheri Andrews	CHP	INS	06/01/08	91.66	8.33	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1266	07100008	To Be Advised	53.33	ANDS	Sheri Andrews	CHP	INS	04/02/08	91.66	8.33	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1267	07100008	To Be Advised	53.33	ANDS	Sheri Andrews	CHP	INS	06/03/08	91.66	8.33	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1157	07100008	To Be Advised	53.33	ANDS	Sheri Andrews	CHP	POL	04/10/07	146.66	8.33	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/12/07	03/10/08	1158	07100008	To Be Advised	416.67	ANDS	Sheri Andrews	CHP	END	04/10/07	451.25	41.67	0.00	0.00
Instalment Based Client	INST001	INST001	Instalment Based Client	03/10/07	03/10/08	1329	07100008	To Be Advised	53.33	ANDS	Sheri Andrews	CHP	INS	05/04/08	91.66	8.33	0.00	0.00

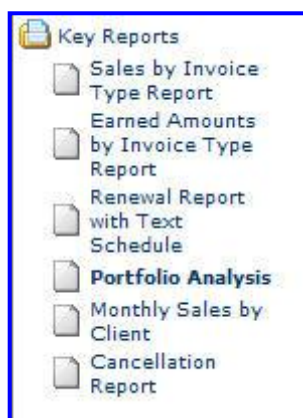
BKTRANS\_R320 - Broking Report with Subagent Details

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.

## Chapter 7 – Reporting

The screenshot shows the 'Key Reports' section of the iBais system. At the top, there is a navigation bar with links: Home, Account Selection, Change Password, All Options, Favourites, Report Cabinets, and Logout. Below this, the 'Key Reports' menu is displayed on the left, listing various report types: Sales by Invoice Type Report, Earned Amounts by Invoice Type Report, Renewal Report with Text Schedule, Portfolio Analysis, Monthly Sales by Client, and Cancellation Report. The main content area on the right is titled 'Key Reports' and contains the text: 'Key Reports are common use Broking Reports available to all IBAIS clients'.

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.

The screenshot shows the 'Sales by Invoice Type Report' form. The form has a title bar with 'Run Report' and 'Clear' buttons. The main form area contains the following fields and options:

- Company/Branch:** A text input field with 'All Company/Branches' as the default value.
- Financial Year:** A dropdown menu with '2004' selected.
- Financial Month:** A dropdown menu with '1' selected, followed by the text 'July'.
- Transaction Date From:** A text input field, followed by 'To' and another text input field.
- Select and Sort Category:** A dropdown menu with 'Summary' selected. Below this is a note: 'If no select and sort category entered then report will display all'.
- Enter Range or leave blank to include all:** A section with 'From' and 'To' text input fields.
- Detail or Summary Report?:** A dropdown menu with 'Summary Report' selected.

Annotations are present on the form:

- A red box highlights the 'Run Report' button.
- A red box contains the text: 'If you nominate a From and To date leave the Financial Year and Month blank. **Please Note: Transaction Date is the date the transaction is entered on iBais.**'
- A red box contains a list of report categories: 'Summary', 'Executive', 'Alt Executive', 'Policy Class', 'Division', 'Underwriter', 'Subagent', 'Executive by Class', 'Underwriter by Class', 'Executive by Stat Code', and 'Division by Stat Code'.
- A red box contains the text: 'Report can be in Detail or Summary', with an arrow pointing to the 'Detail or Summary Report?' dropdown.

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

## Chapter 7 – Reporting

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

BATRAINING

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

BAIS

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
Retroked 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	-73874.65	-305.00	-30.50	-6,712.75	-671.28	-46565.00	-6351.78	0.00	-13952.80	-8517.48	0.00	-69003.03	-2498.10	-249.81	5
RP Endorsements	-1658.15	134.00	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.

Earned Amounts by Invoice Type Report

Run Report Clear

Company/Branch: [ ] All Company/Branches

Financial Year: [2004]

Financial Month: [1] July

Earned Date From: [ ] To: [ ]

Select and Sort Category: [No Select or Sort] If no Select and Sort Category entered then report will display all.

Enter Range or Leave blank to include all

From: [ ] To: [ ]

Detail or Summary Report? [Summary Report]

If you nominate a From and To date, leave the Financial Year and Month blank. Please Note: Earned Date is the date the transaction is allocated on **ibais**

No Select or Sort Executive  
Alt Executive  
Policy Class  
Underwriter  
Subagent  
Division

Report can be in Detail or Summary

## Chapter 7 – Reporting

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:

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+WHHT	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
Rebroke 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	71753.78	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	342.86	34.28	-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:

Home Account Selection Change Password All Options Favourites Report Cabinets Logout

Key Reports

- Sales by Invoice Type Report
- Earned Amounts by Invoice Type Report
- Renewal Report with Text Schedule
- Portfolio Analysis**
- Monthly Sales by Client
- Cancellation Report

**Portfolio Analysis** Run Report Clear

Company Branch

Policy End Date From To

Select and sort by

- Summary Total
- Summary Total
- New Business/Renewal
- Underwriter
- Executive
- Alt Executive
- Division
- Month

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.

## Chapter 7 – Reporting

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	6,035.15	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	871.62	0.49	0.05	3	0.63	0.63
Public/Products Liability	3,196.53	0.00	0.00	399.50	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
QBE Motor Pack	4,624.99	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
QBE Test PA	631.34	50.00	5.00	74.85	7.49	499.00	409.16	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	49.02	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	247.66	50.00	5.00	0.00	0.00	100.00	195.36	0.00	0.00	1	0.06	0.06
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	0.00	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 - Expired Policies Selection.....

### Expired Policies Report

Account Executive

Period From

Period To

#### Printing Options

Summary Only ☐

Preview Mode ☐

Printer



## Chapter 7 – Reporting

Development Account - BA.DEV - Page Control

Completed Page 1 of 40 Search Search Next Actions REP~15105-20609 actions XLS

B A Insurance Systems Pty Ltd Expired Policies Run Time: 09 MAY 2009 - 09:52

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 Marc	CHAN01	change	
AGT Agent	08020040	01/03/2008	MMHP QBE Marc	CHAN01	change	
AGT Agent	08020044	01/03/2008	MMHP QBE Marc	CHAN01	change	
AGT Agent	08020048	01/03/2008	MMHP QBE Marc	CHAN01	change	
AGT Agent	08060008	01/06/2008	MMHP QBE Marc	CHAN01	change	
AGT Agent	08060022	01/07/2008	AUHH Australian Unity Householder	CHAN01	change	
AGT Agent	08060027	01/08/2008	MMHP QBE Marc	CHAN01	change	
AGT Agent	08060023	01/08/2008	MMHP QBE Marc	CHAN01	change	
AGT Agent	07100037	01/10/2008	MMHP QBE Marc	CHAN01	change	
AGT Agent	07100039	01/10/2008	MMHP QBE Marc	CHAN01	change	
AGT Agent	08020018	01/10/2008	MMHP QBE Marc	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	07120033	10/12/2008	HH Householders	CHAN01	change	
AGT Agent	08060023	01/01/2009	MMHP QBE Marc	CHAN01	change	
AGT Agent	08060018	01/01/2009	AAM TEST CLASS	CHAN01	change	
AGT Agent	08060058	01/01/2009	BUS Combined Business Pak	CHAN01	change	
AGT Agent	08060020	01/01/2009	BUS Combined Business Pak	CHAN01	change	
AGT Agent	08060061	01/01/2009	BUS Combined Business Pak	CHAN01	change	
AGT Agent	08010081	28/02/2009	INSTRV Travel (Sunrise)	CHAN03	TESTING 03	
AGT Agent	08020017	01/03/2009	MMHP QBE Marc	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	09010079	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.

Ibais Insurance Software - R35 report selection

Suspended Policy Transactions

Printing Options

Preview Mode ☒

Printer: DEFAULT

Run Report

Click **Run Report** to view or print the report.

## Chapter 7 – Reporting

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

BATRaining

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	TAKED1 TEST TAKEON
16/10/2007	cham Mei Chan	Amend Renewal	06060010	FIR Fire	FLD01 Flavio Test Client
16/10/2007	cham Mei Chan	Endorsement	07100037	MMHP QBE Merc	CHAND1 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	CHAND1 change
25/10/2007	VOLF Jerry Wolf	New Policy		CUBI CGU Business Test CGU	CHAND1 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**.

Ibais (Pulse.Test) - Policies without Policy Numbers Selection

**Policies without Policy Numbers**

Transaction Date

Transaction Date

Select Executive

**Printing Options**

Summary Only ☐

Preview Mode ☒

Printer



## Chapter 7 – Reporting

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

**ibais**  
Insurance of South Africa

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	10080025	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	10080002	To Be Advised	Antz Pantz
		Antz Pantz Pty Ltd t/as Antz	28/06/10	END	API	10080003	To Be Advised	Antz Pantz
		Fred Nert Jnr.	22/06/10	POL	EMV	10080021	To Be Advised	Fred Nert Jnr.
		Mr Paul Newman	22/06/10	END	EMV	10080019	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 Cafe
		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 Cafe
		Harry and Mary Smith t/as Pig Out Cafe	23/06/10	POL	EMV	10080024	To Be Advised	Harry and Mary Smith t/as Pig Out Cafe
		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 Cafe

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.

Home Account Selection Change Password All Options Favourites Report Cabinets Logout

**Customer Name and Address Listing** Run Report Clear

Executive

Division

Subagent

Exec Debtor No

Status Both

Selecting 'Y' for Exec Debtor will select only Net Sub Agents

Note: This report is unsuitable for printing and must be run to Spreadsheet

## Chapter 7 – Reporting

Example of the report:

Client No	Name	Contact	Postal Address	Mailing Address	Telephone	Fax	Email	Parent	Division
ANDR001	Andrea Halpine		PO Box 30 Christchurch		Mrs Andre 3667536	3795395	andrea@abbott.co.nz	BEST	COM
DAFF001	Daffy	Daffy	P O Box 45 Takapuna		953 Dr Daffy D	489920	daffy@xtra.co.nz	BEST	COM
FRED001	Fred Brown				Mr Fred Jc 04 556 7788			STAPO	DOM
JOHN001	John Brown		6 Yell Street		09 776 5566			MOST	DOM
MATT001	Matthew Park							MOST	DOM
NADI001	Nadine Goudie		33 Tranmere Auckland		Ms Nadine 09 456 3344		nadine@xtra.co.nz	BEST	DOM
NEIL001	Neil Austin							BEST	COM
DAIS001	daisy	Daisy	P O Box 12 Browns Bay		753 Miss Daisy	479983	daisyd@xtra.co.nz	BEST	COM

## Reprint credit control letters

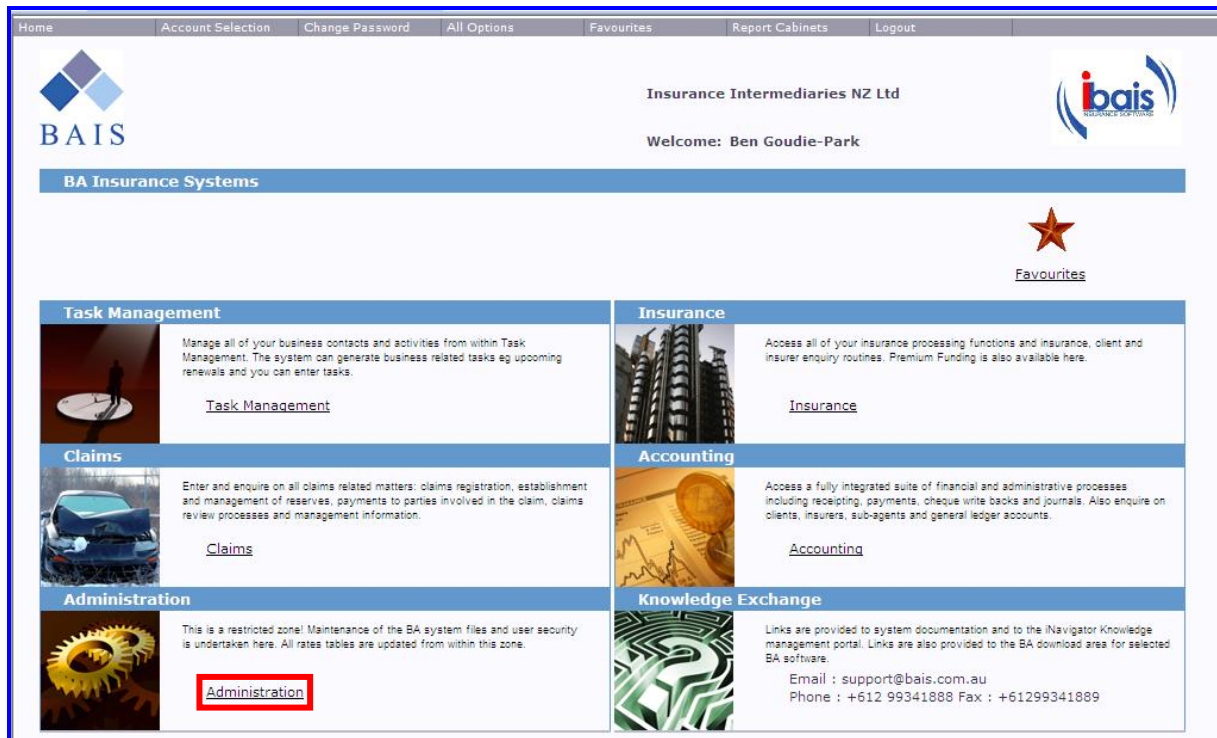
When necessary, you can re-print credit control letters.

To access this option go to

### Administration

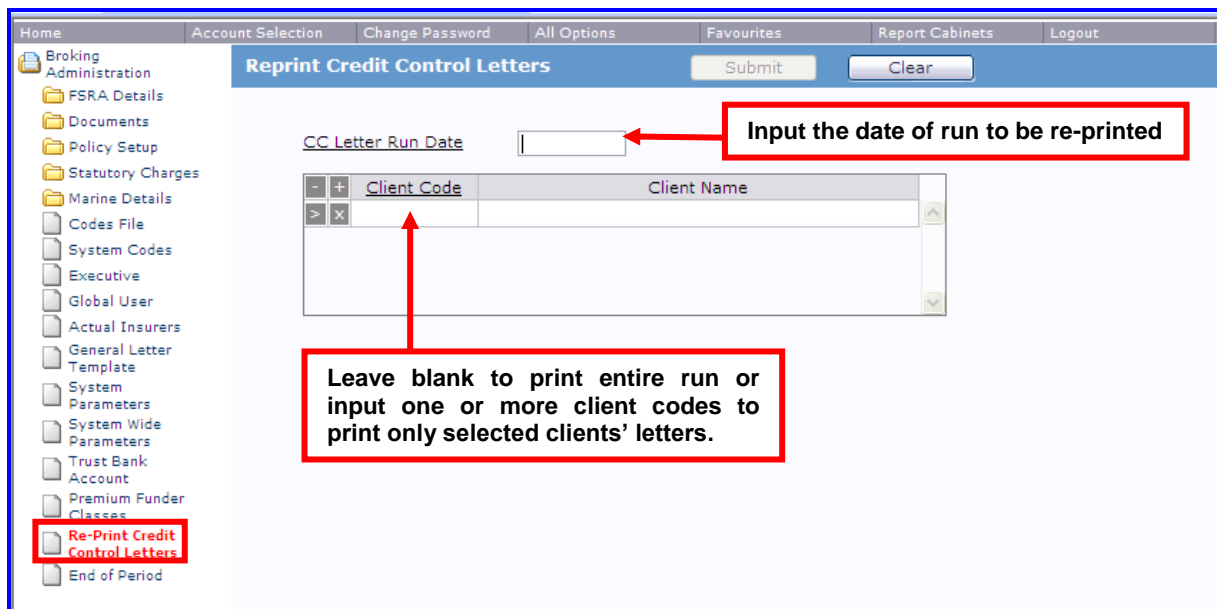
Broking Administration Reprint Credit Control Letters.

## Chapter 7 – Reporting



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).

Home	Account Selection	Change Password	All Options	Favourites	Report Cabinets	Logout
<b>Transaction Listing by Transaction Date</b>			Run Report		Clear	
Transaction Date from		01/03/2010				
Transaction Date to		31/03/2010				
Company/Branch						
Executive						
Include Statutory Charges ?		<input type="checkbox"/>				
Exclude Placing Slips, Quote, Covernote ?		<input type="checkbox"/>				

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

Transaction Listing by Date

For Transactions from : 01/03/2010 to 31/03/2010

15 APR 2010 - 11:04

Insured	Insured Name	Memo No	Class	Description	Tran Date	Effect Start	Enters 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	staj		COV	01 DOM	100.00	50.00	50.00	42.50	1
ONELLY	nelly	09120013	PULSE	pulse	05/03/2010	04/12/10	staj		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	staj	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	66.92	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

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

HomeAccount SelectionChange PasswordAll OptionsFavouritesReport CabinetsLogout

Available Forms and Reports

TypeSelect TypeCategorySelect CategorySub CategorySelect Sub Category

Favorites

Type	Category	Sub Category	Form/Report (Click to Run)	Image	Favorites
Administration	Broking		Broking Administration		Yes
Broking	Reports		Broking Exception Reports		No
			Broking Transactions for Insurer		No
			Creditor Outstanding with Broking Details		No
			Debtor Outstanding with Broking Details		No

Refine by Description

broking

Refine

## Chapter 7 – Reporting

Development Account - BA.DEV - Page Control.....

Completed Page 1 of 22 Search Search Next Actions REP~15105-20592 actions XLS

BA Insurance Systems Pty Ltd

Run Time: 09 MAY 2009

Broking Transactions for Insurer

Transaction Date From : 01/01/00  
Transaction Date To : 09/05/08  
Insurer : AIG - AIG Insurance

Insured Name	Debtor Name	Inception Date	Expiry Date	Invoice Number	Memo No	Policy No	Base Premium	Gross Premium	Claims Hist	Excess Applicable	Total Ins.
Trailer I/c S	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	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	PPMV0600070	1,000.00	1,122.00			
NSW	M	Mike Jones	PMV	POL	29/05/2006	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	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	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	3,148.98			
NSW	M	Mike Jones	PMV	REN	30/05/2006	0.00	188.00	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	-3,148.98			
NSW	M	Mike Jones	PMV	REC	30/05/2006	0.00	-188.00	-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	2,998.98			
NSW	M	Mike Jones	PMV	REA	30/05/2006	0.00	177.00	191.88	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	-2,998.98			
NSW	M	Mike Jones	PMV	REC	30/05/2006	0.00	-177.00	-191.88	-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.

**FSRA Details Report** Run Report Clear

Specified Clients (blank = All)

Selected Clients	Client Name

Input the client code(s) or Click on **Selected Clients** to look up the codes.

Leaving this field **BLANK** will run the report for all clients in the database.

Clients with Missing Items Only ☐

Tick this box if only clients with missing items are to be included in the report.

## Chapter 7 – Reporting

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 Time



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					06070008	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 2008	06070034	PMV				
CAMPBK01	Kylie Campbell	W	Y	FSG000001-01	15 FEB 2007	07020009	PMV				
CHRISSYS	CHRISSYS CAFE	R	N		04 MAY 2008	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 2005	07060005	CMV				

This is an example of the report.

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.



## Chapter 7 – Reporting

Home Account Selection Change Password All Options Favourites Report Cabinets Logout

**Renewal Reports**

- Outstanding Renewal Report by Client
- Outstanding Renewals by Client by Debtor
- Outstanding Renewals Report (with Schedules)
- Renewal Report with Text Schedule

**Outstanding Renewal Report**

Company/Branch: **---No Company/Branch Selected---**

Executive: **---No Executive Selected---**

Insured:

Period End Above:

Period End Below:

**Printing Options**

Summary Only: ☐

Preview Mode: ☐

Printer: **DEFAULT**

**Run Report**

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	Antz Pantz Pty Ltd	pulse	Chubb Insurance Company Austr	AUD	10,000.00	0.00	0.00	TEST010018
<b>Total Client</b>		<b>ANTZ</b>		<b>Antz Pantz</b>						<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	
02070002	A	29/07/07	29/07/08	BCIB	BCIB	SYDNEY HARBOUR HOTEL BUSINESS		Vero Insurance	AUD	1,000.00	50.00	500.00	Stat Liab
<b>Total Client</b>		<b>BCIB</b>		<b>SYDNEY HARBOUR HOTEL</b>						<b>1,000.00</b>	<b>50.00</b>	<b>500.00</b>	
07090011	A	01/08/07	01/08/08	BROB	BROB	Brown Bros Printing	BUSINESS	ogu insurance	AUD	1,500.00	300.00	50.00	PBI000003
07090012	A	01/08/07	01/08/08	BROB	BROB	Brown Bros Printing	BUSINESS	ogu insurance	AUD	1,500.00	300.00	50.00	PBI01000004
07090013	A	01/08/07	01/08/08	BROB	BROB	Brown Bros Printing	BUSINESS	ogu insurance	AUD	1,500.00	300.00	50.00	PBI01000005
07090014	A	01/08/07	01/08/08	BROB	BROB	Brown Bros Printing	BUSINESS	ogu insurance	AUD	1,500.00	300.00	50.00	PBI010000002
07090015	A	01/08/07	01/08/08	BROB	BROB	Brown Bros Printing	BUSINESS	ogu insurance	AUD	1,500.00	300.00	50.00	PBI01000030
<b>Total Client</b>		<b>BROB</b>		<b>Brown Bros Printing</b>						<b>7,500.00</b>	<b>1,500.00</b>	<b>250.00</b>	
07080002	A	01/09/07	01/09/08	JHET001	JHET001	Jhet Sparrow	BUSINESS	Zurich Australian Insurance	AUD	4,000.00	1,200.00	0.00	To Be Advised
<b>Total Client</b>		<b>JHET001</b>		<b>Jhet Sparrow</b>						<b>4,000.00</b>	<b>1,200.00</b>	<b>0.00</b>	
06060002	A	21/08/07	21/08/08	PIGOUT	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	PIGOUT	Harry and Mary Smith	Bankers Blanket Bond/EI	ALLIANZ AUSTRALIA INSURAN	AUD	10,000.00	2,000.00	400.00	BBB000002
<b>Total Client</b>		<b>PIGOUT</b>		<b>Harry Smith Was Pig Out Cafe</b>						<b>11,000.00</b>	<b>2,200.00</b>	<b>400.00</b>	
06070027	A	24/07/07	24/07/08	THOM01	THOM01	Thomas Gail	BUSINESS	QBE/Mercantile Mutual	AUD	25,000.00	4,875.00	2,500.00	PBI01000044
<b>Total Client</b>		<b>THOM01</b>		<b>Thomas Gail</b>						<b>25,000.00</b>	<b>4,875.00</b>	<b>2,500.00</b>	
<b>Total Exec</b>		<b>ANDS</b>		<b>Sheri Andrews</b>						<b>58,500.00</b>	<b>9,825.00</b>	<b>3,650.00</b>	



### 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.

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	2,000.00	AUD
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	4/108 Bay Road Waverton NSW 2060	BUSINESS	NetSub Brokers	25,000.00	AUD
02070002	A	29/07/07	29/07/08	BCIB	SYDNEY HARBOUR HOTEL	C/- obgoj vashdvs 8888888 2000	BUSINESS	NetSub Brokers	1,000.00	AUD
06060002	A	21/06/07	21/06/08	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.

Completed Page 1 of 2 Search [ ] Search Next Actions REP~14763-10401 actions XLS

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	1,800.00	To Be Advised	
06050008	X	04/05/08	McHadden P/L	BUSINESS	ogu 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 Advised	
02040007	A	31/05/08	Harry and Mary Smith	Commercial Motor Vehicle	Zurich Australian Insurance	620.00	999-457349	
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	
07050005	A	01/06/08	Happy Gilmore Golf Academy	Commercial Motor Vehicle	Zurich Australian Insurance	348.40	CMV/000018	
07050006	A	01/06/08	Happy Gilmore Golf Academy	Public/Products Liability	Zurich Australian Insurance	689.00	To Be Advised	
07050001	A	05/06/08	..	pulse	ogu insurance	1,000.00	AD	
06050005	A	07/06/08	..	pulse	ogu insurance	5,555.00	TEST010017	STAP
07050004	A	07/06/08	Antz Pantz Pty Ltd	BUSINESS	Zurich Australian Insurance	100.00	SADSDASDASDSDA	ANDS
07050003	A	07/06/08	Harry and Mary Smith	BUSINESS	ogu insurance	5,000.00	To Be Advised	ANDS
07050002	A	07/06/08	MICKEY MOUSE PTY LTD	BUSINESS	NRMA Insurance	356.78	To Be Advised	ANDS
06050009	A	09/06/08	..	Industrial Special Risks	ogu insurance	500.00	To Be Advised	STAP
07050012	A	20/06/08	John Doe	BUSINESS	Overseas Underwriter	350.00	To Be Advised	ANDS
06050020	A	22/06/08	Harry and Mary Smith	BUSINESS	Zurich Australian Insurance	5,555.00	PBI000001	ANDS
06050025	A	27/06/08	..	BUSINESS	ogu insurance	10,000.00	pbi	STAP
07050001	A	30/06/08	..	pulse	ogu insurance	1,000.00	To Be Advised	STAP
07050013	A	30/06/08	ABC Promotions	BUSINESS	Overseas Underwriter	2,000.00	To Be Advised	ANDS
07050004	A	30/06/08	Document Testing Account	BUSINESS PACK	Test Underwriter	822.40	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	ogu 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	ogu insurance	1,000.00	AD	STAP
06070019	A	19/07/08	..	jenells class	ogu insurance	1.00	TEST000001	STAP
06070020	A	19/07/08	..	MONEY	ogu 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.

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.**

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.

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

## Chapter 7 – Reporting

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 Run Time: 10:10:10

**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 Policy Type	Policy Class	Client Phone	S
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	A
03050021	19/05/07	19/05/08	ULL100	ULLADULLA BUS LINES	ALLIANZ AUSTRAL	COM000016		2130.00	428.00	50.00	ANN	COM	99341245	
06050008	04/05/07	04/05/08	MCCUH	McHadden P/L	ogu insurance	20055454DCG9		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	07/08/07	07/08/08	SCHEMEDOG	..	ogu insurance	TEST010017		5555.00	555.50	0.00	ANN	PULSE		
06060009	09/08/07	09/08/08	ONELLY	..	ogu insurance	To Be Advised		500.00	75.00	0.00	ANNA	ISR5	85747000	
06060020	22/08/07	22/08/08	PIGOUT	Harry and Mary Smith	Zurich Australian Ins	PBI060001		5555.00	1111.00	100.00	ANN	PBI	02 9999 0000	
06060025	27/08/07	27/08/08	ONELLY	..	ogu insurance	pbi		10000.00	2000.00	0.00	ANN	PBI	85747000	
06070019	19/07/07	19/07/08	ONELLY	..	ogu insurance	TEST000001		1.00	0.20	0.00	ANN	PNEL	85747000	
06070020	19/07/07	19/07/08	ONELLY	..	ogu insurance	TEST000001		1.00	0.10	0.00	ANN	PMON	85747000	
06070027	24/07/07	24/07/08	THOM01	Thomas Gail	QBE/Mercantile Mutl	PBI0100044		25000.00	4875.00	2500.00	ANN	PBI	02 88200873	N
06070029	01/07/07	01/07/08	ANTZ	Antz Pantz Pty Ltd	Chubb Insurance Ct	TEST010018		10000.00	0.00	0.00	ANN	PULSE	02 9999 1111	
06070031	01/07/07	01/07/08	ONELLY	Jenell and assoc	ogu insurance	chan01		1.00	0.00	0.00	ANN	PULSE	85747000	
06070039	26/07/07	26/07/08	ONELLY	..	ogu insurance	TEST0100		1.00	0.00	0.00	ANN	PULSE	85747000	
06070048	27/07/07	27/07/08	ONELLY	..	ogu insurance	TEST010025		1.00	0.00	0.00	ANN	PULSE	85747000	
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 Run Time: 10:10:10

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

Company Branch	Client	Address	Phone	Fax	Executive	Alternate Exco	Contact Name	FSRA Client	Disclosure Document	Policy Class	Memorandum	Inception	Renewal Date	Invoice No	Policy No	Insurer	Division	Subagent	Premium	Stamp Duty	FSL	Insurer GST	Broker Fee	Rebate Amt	Policy Fee	Fee GST	Client Payable	Commission	Commission GST	State Levy	Withholding Tax	Due To Insurer	Subagent Commission	Subagent GST
0	BCIB	SYDNEY HARBOUR HOTEL	02 99990000		ANDS	Sheri Andrews	Retail			PBI BUSINESS	02070002	29/07/07	29/07/08	12851	Stat Liab	Vero Insurance	COM	ABC	1000.00	134.84	360.00	141.00	500.00	0.00	50.00	50.00	2235.64							
0	ULL100	ULLADULLA BUS LINES	99341245		ANDS	Sheri Andrews	Retail			COM Commercial Package	03050021	19/05/07	19/05/08	13308	COM000016	ALLIANZ AUSTRALIA INSURANCE LTD	COM	Commercial	2130.00	278.19	880.00	287.00	50.00	0.00	60.00	5.00	3490.19							
0	MCCUH	McHadden P/L	99990000		ANDS	Sheri Andrews	Retail			PBI BUSINESS	06050008	04/05/07	04/05/08	12815	20055454DCG9	ogu insurance	COM	Commercial	5500.00	740.52	1980.00	751.50	75.00	0.00	35.00	7.50	9089.52							



## Chapter 7 – Reporting

Processing Security... Page 1 of Search Search Next Actions REP~14763-10405 actions XLS

BA INSURANCE SYSTEMS Run Date: 01 JUN 2008 Run T

**ibais**  
Insurance Software

**Renewal Report with Text Schedule**  
For Policy End Date from 01/05/2008 to 01/09/2008  
Sort by Company/Branch

Company Branch	0	Policy Class	PBI BUSINESS	Premium	1000.00	
Client	BCIB			Stamp Duty	134.64	Commission
Address	SYDNEY HARBOUR HOTEL	Memorandum	02070002	FSL	360.00	Commission GST
	C/- obgoj	Inception	29/07/07	Insurer GST	141.00	State Levy
	vashys	Renewal Date	29/07/08	Broker Fee	500.00	Withholding Tax
	BBBBBBB	Invoice No	12051	Rebate Amt	0.00	Due To Insurer
Phone	02 99990000	Policy No	Stat Liab	Policy Fee	50.00	
Executive	ANDS	Insurer	\$	Fee GST	50.00	Subagent Commission
Alternate Exco	Shen Andrews	Division	COM	Client Payable	2235.64	Subagent GST
Contact Name		Subagent	ABC			
FSRA Client	Retail					
Disclosure Document						

Covering Schedule ASDASDSGERT FGBNDFTHJERT

FIRE:  
Building \$5,900,000  
Contents \$  
Stock \$  
Loss of Rent \$  
Removal of Debris \$  
BUSINESS INTERRUPTION:  
Annual Gross Profit \$  
Indemnity Period Months  
BURGLARY:  
Contents \$  
Stock \$  
MONEY:  
Whilst in Transit \$  
On Premises-Business Hours \$  
On Premises-Non Business Hrs \$  
On Premises-24 Hours \$  
LIABILITY:  
Limit of Indemnity \$

This is an example of the **Detailed** version of the report.

**Note:** This version will only display the schedule for Text Based schedules and Sunrise schedules.

Completed Page 1 of 59 Search Search Next Actions REP~14763-10402 actions XLS

BA INSURANCE SYSTEMS Run Date: 01 JUN 2008 Run

**ibais**  
Insurance Software

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

Company Branch	0	Policy Class	PBI BUSINESS			
Client	ONELLY	Memorandum	06060025			
Address	dogs eye road	Inception	27/06/07			
	1212	Renewal Date	27/06/08			
	australia	Invoice No	13446			
Phone	65747000	Policy No	pbi			
Fax	65747000	Insurer	1			
Executive	STAPJ	Division	ogu insurance			
Alternate Exco	jenell	Subagent	COM			
Contact Name			Commercial			
FSRA Client						
Disclosure Document						

Covering Schedule

FIRE:  
Building \$  
100  
TESTOM  
Loss of Rent \$  
Removal of Debris \$  
BUSINESS INTERRUPTION:  
Annual Gross Profit \$  
Indemnity Period Months  
BURGLARY:  
Contents \$  
Stock \$  
MONEY:  
Whilst in Transit \$  
On Premises-Business Hours \$  
On Premises-Non Business Hrs \$  
On Premises-24 Hours \$  
LIABILITY:  
Limit of Indemnity \$  
TESTING  
TESTING  
TESTING  
TESNT  
ASDFAKSDFK

This is an example of the **No Premium** version of the report.

This version is identical to the Detailed version but **excludes** all premium information.

## GST/VAT Reporting

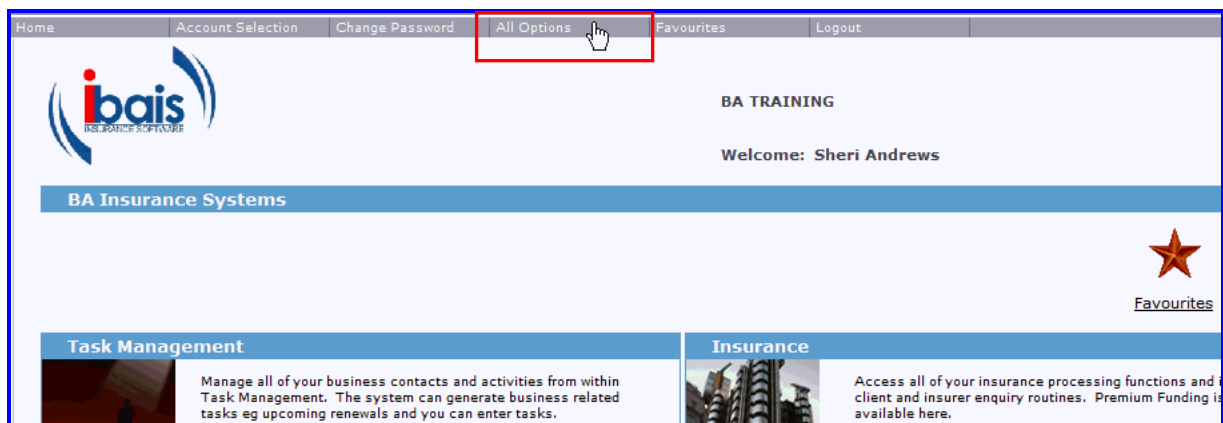
Please refer to the Accounting chapter of the manual for instructions on available GST/VAT reports and how to run them.

### Trust Accounting Reports

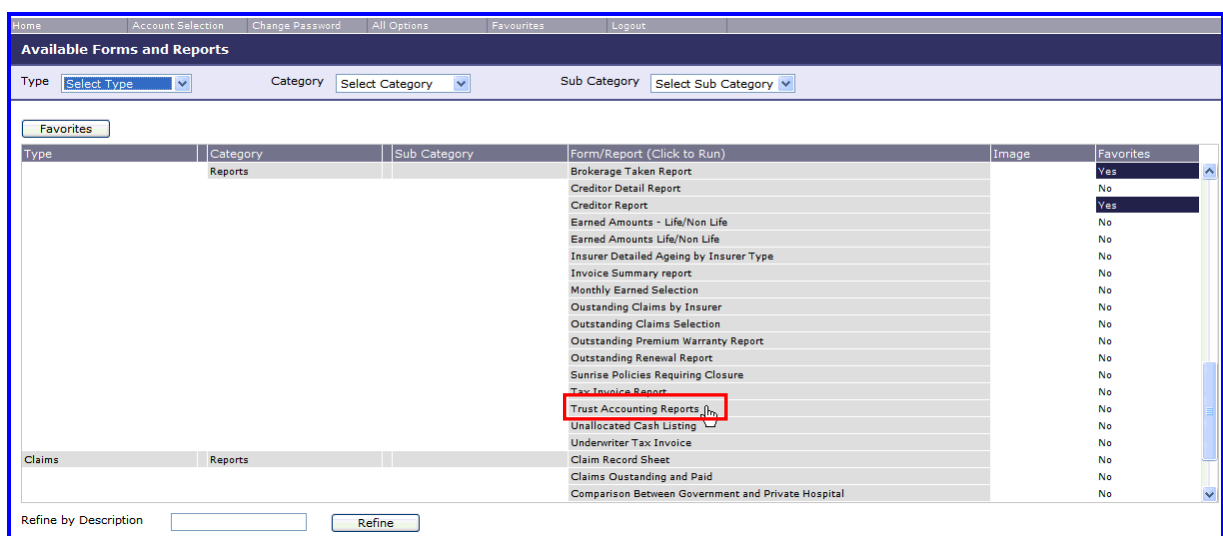
Trust Accounting Reports are designed to provide information on the state of the business from a trust banking perspective. All of these reports provide information on funds either in the trust bank, or owed to or from the trust bank(s) for the Broker, Clients, Insurers, Subagents, Statutory Authorities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

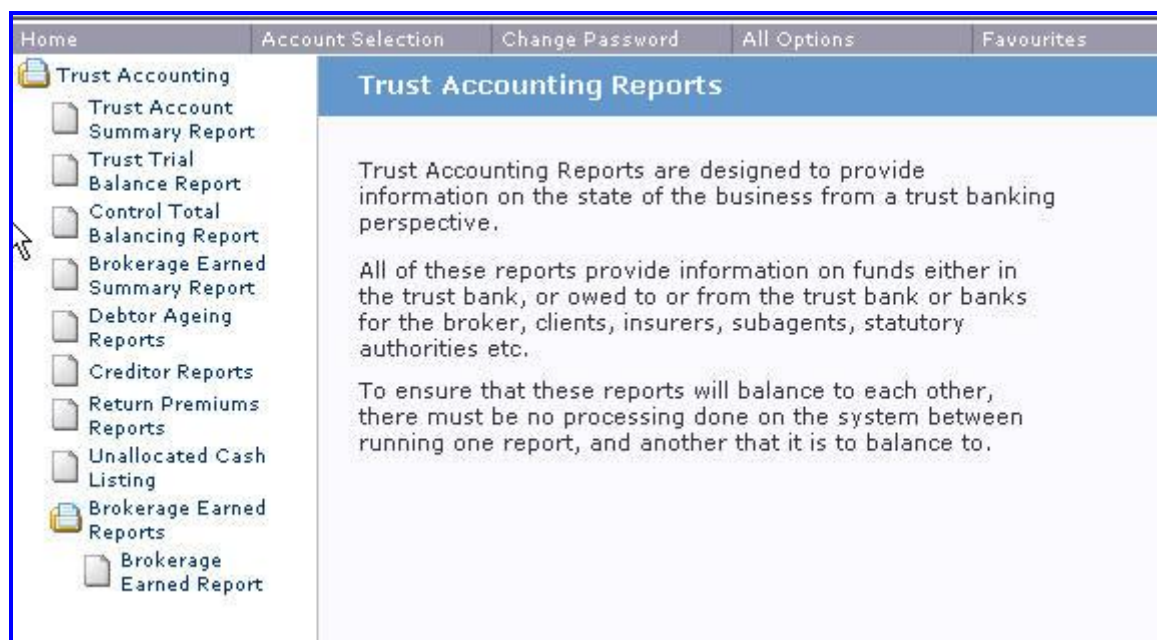
To run the Trust Accounting Reports click on **All Options** to display the available menu items.



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 held in trust – i.e. Amounts receipted into the Trust Account.

The screenshot shows the 'Trust Account Summary Report' form. At the top right, there are two buttons: 'Run Report' and 'Clear'. A red box highlights the 'Run Report' button. Below the buttons, there are several input fields: 'Financial Year' with a dropdown menu showing '2004', 'Financial Month' with a dropdown menu showing '1' and 'July', 'Ytd Or Monthly Movements?' with a dropdown menu showing 'Year to Date', 'Database' with a text input field and 'All Linked Databases' to its right, and 'Company' with a text input field and 'All Companies' to its right. A red box highlights the 'Run Report' button and the text input fields for 'Database' and 'Company'. A text box with a red border contains the following text: 'Input the selection criteria on which you want the report to be based. To include all linked databases and companies you can leave the fields blank.'

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.

## Chapter 7 – Reporting



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

BA TRAINING



Trust Account Summary Report

Run Date: 11 JUN 2007 Run Time: 1542

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

Database Company Currency

BA TRAINING  
0  
AUD

Section 26 - Insurance Broking	ADP Code	Life Insurance Business	General Insurance Business	Section 27 - Age Analysis of Business	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				N RESPECT OF LIFE INSURANCE			
. From or on behalf of an insured or intending insured or on account of an insurer	80	-----	29557.34	. Amounts due to Insurers	100	-----	XXXXXXXXXX
. From or on behalf of an insurer or on account of an insured or intending insured	81	-----	-----	. Amounts due to insured or intending insureds	101	-----	XXXXXXXXXX
. 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				
MONIES WITHDRAWN DURING YEAR				N RESPECT OF GENERAL INSURANCE			
. For payment to or for an insured or intending insured	86	-----	-----	. AMOUNTS DUE TO INSURERS			
. For payment to self	87	-----	-----	. 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
. For payment to or on behalf of an insurer	88	-----	11621.93	. 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
. For prescribed securities	89	XXXXXXXXXX	-----	. Amounts due to insureds or intending insureds	104	XXXXXXXXXX	-135.04
. For repayment of monies paid into the account in error	90	-----	-----	. Amounts held where the risk has not been accepted	105	XXXXXXXXXX	-----
. With the consent in writing of the relevant commissioner	91	-----	-----	. Amounts standing to the credit of the broker	106	XXXXXXXXXX	9677.43
TOTAL MONIES WITHDRAWN	92	-----	11621.93	. Other - Suspense / Int. Levies	107	XXXXXXXXXX	13592.96
BALANCE OF ACCOUNT AT END OF YEAR				TOTAL (Must agree with item at ADP code 95)	108	-----	95844.61
. Insurance broking account (Bank Account)	93	-----	95844.61				
. Prescribed securities (Attach details of each security)	94	-----	-----				
TOTAL CARRIED FORWARD AT END OF PERIOD	95	-----	95844.61				

## 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.

The screenshot shows a web-based form titled "Trust Trial Balance Report". At the top right are two buttons: "Run Report" (highlighted with a red box) and "Clear". Below the title bar are two input fields. The first is labeled "Company" and has a dropdown menu showing "All Companies". The second is labeled "Currency" and has a dropdown menu showing "All Currencies".

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	15441.66
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 - Suncoorp	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

Home Account Selection Change Password All Options Favourites Logout

Trust Accounting  
Trust Account Summary Report  
Trust Trial Balance Report  
**Control Total Balancing Report**  
Brokerage Earned Summary Report

### Control Total Balancing Report

Printing Options

Summary Only ☐

Preview Mode ☐

Printer: DEFAULT

**Run 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.

### Control Total Balancing Report

Printing Options

Preview Mode ☐

Printer: DEFAULT

**Run Report**

## 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



Brokerage Earned Summary Report

Run Date: 11 JUN 2007 Run Time: 15:49

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

	Foreign Currency Variance	Client Fees			Commission				Overseas Underwriter Retained GST	Claims GST (only if claims paid from trust)	Total of all amounts
		Broker's Fee	Rebate	Fee GST	Broker's Comm (Excl Subagent)	Broker's GST (Excl Subagent)	Subagent Commission	Subagent GST			
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 net 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.

**Debtors Detailed Ageing Reports** [Run Report] [Clear]

**Selection options** Debtor items must match ALL criteria to be included on report.

Company: [ ] All Companies  
 Currency: [ ] All Currencies  
 Debtor: [ ] All Debtors  
 Executive: [ ] All Executives  
 Alternate Executive: [ ] All Alternate Executives  
 Division: [ ] All Divisions  
 Subagent: [ ] All Subagents

Exclude Funded Items Y/N? [No - Include All items]  
 Overdue Only Y/N? [No - Display All Outstanding items]

**Report Type Options**

Ageing Date: [29/10/07] This should usually be left at the default - today's date.  
 Include Broking or Subagent Amts or Neither? [No Broking or Subagent amounts]  
 Detailed Report or Summary by Sort Category? [Detailed Report]

**Sort Options**

Sort and Total Category: [None - Sort by Debtor Only]  
 Sort by Debtor Code or Debtor Name? [Sort by Debtor Name]

**Callout Boxes:**

- Select to include or exclude funded items** (points to Exclude Funded Items)
- To report on all outstanding amounts leave as No. Input Yes if you want to report on overdue only.** (points to Overdue Only)
- You can display the report with No Broking or Subagent Amounts With Broking Amounts With Subagents Amounts** (points to Include Broking or Subagent Amts)
- Reports can be sorted by Executive Alternative Executive Division Subagent None – sort by Debtor only** (points to Sort and Total Category)
- Select sort by Debtor Code or Name** (points to Sort by Debtor Code or Debtor Name)
- You can run the report Detailed or Summary by Sort Category** (points to Detailed Report 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.

## Chapter 7 – Reporting

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

Web Page Dialog

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

BATRAINING

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

For Debtor = WOOD Ageing Date = 08 NOV 2007

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

Company: 0 BA Insurance Systems

Currency: AUD AUSTRALIAN DOLLARS

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 Pinocchio 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	1993.80	0.00	0.00	0.00	1993.80	246.40	24.64	88.80	8.88	0.00
Totals for Debtor: WOOD				Suspense:	0.00		20505.17	0.00	0.00	0.00	20505.17	2466.40	246.64	1168.80	116.88	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	1168.80	116.88	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	1168.80	116.88	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.

Creditor Reports

Run Report Clear

Company ☐ All Companies

Currency ☐ All Currencies

Creditor Type Underwriter Creditors

Creditor  All Creditors

Detail Report? ☐

Client Invoice Selection Options

Fully Paid ☐

Part Paid ☐

Unpaid ☐

Return Premiums ☐

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.



## Chapter 7 – Reporting

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:

Web Page Dialog

Completed Page 1 of 1 Search Search Next Actions REP-12291 actions

BA TRAINING

Creditor Summary Report

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

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

Creditor	Creditor Name	Credit Terms	No of Invs	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	90 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
OBEM	OBEMercantile 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	90 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.

Return Premium Report

Run Report Clear

Company  All Companies

Currency  All Currencies

Creditor Type  Underwriter Creditors

Sort By Creditor? ☐

Report may be run for Underwriter Creditors Statutory Charge Creditors Subagents

By leaving this field blank the report will sort by client name if you tick the field the report will sort by creditor.

## Chapter 7 – Reporting

### 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

Return Premiums Report

For Creditor Type = UW - Underwriter Creditors:

Company: 0 BA Insurance Systems

Currency: AUD AUSTRALIAN DOLLAR

RP Status: Amount 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 Cats Airconditioning Pty Ltd	CGI	CGI Insurance	Toby Toaloe	To Be Added	B2	\$23.33
30/09/06	CMR-MET	Met Paying Club Agent	ALLIANZ	Allianz Insurance	Cheri Andrews	CWA1P000568	FS	\$569.35
Total for RP Status: Amount Taken from Creditor but Not Paid to Client								\$592.68

BA REPO RTS\_R530 - Return Premiums Report

Page: 1 of 2

## Chapter 7 – Reporting

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

BA TRAINING

Return Premiums Report  
For Creditor Type = UVV - Underwriter Creditors  
Company: 0 BA Insurance Systems  
Currency: AUD AUSTRALIAN DOLLARS  
RP Status: Amounts Paid to Client but Not Taken from Creditor

Run Date: 01 NOV 2007 Run Time: 1258

Date	Client No.	Client Name	Creditor Code	Creditor Name	Sales Executive Name	Policy Number	Invoice No.	Net Amount
10/10/07	001111	Ben Smith-Tas Smith Beck Mc	ALLIANCE	Alliance Insurance	Tom Thaine	at1111111111	1135	-180.84
11/05/08	111111	Thida Kelly	ALLIANCE	Alliance Insurance	Tom Thaine	To Be Added	1138	-870.66
Total for RP Status: Amounts Paid to Client but Not Taken from Creditor								-116.160
Total for Currency: AUD								\$111.16
Total for Company: 0 (may be mixed currencies)								\$111.16
Grand Total - All Companies and All Currencies								\$111.16

BI\REP0\_RTD\_RS3 - Return Premiums Report Page: 2 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.

**Unallocated Cash Listing**

Printing Options

Summary Only ☐

Preview Mode ☐

Printer

**Run Report**

## Chapter 7 – Reporting

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 :

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	741852983	
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	CAS H	
APF	Advantage Premium Funding			01/08/07	REC3	675.00	48	CAS H	
BOEP001	Boe Peep			05/03/07	REC3	1200.00	44	1235655	
BUB901	Bubba Joe Constructions			01/08/07	REC3	777.00	48	CAS H	
DRAU001	Dr August Bellows			09/09/07	REC1	2000.00	54	234323424234234	
DRAU001	Dr August Bellows			09/09/07	REC1	2000.00	55	q243werfwerfwerf	
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 accessed 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:

## Chapter 7 – Reporting

- 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:

The screenshot shows the 'Trust Accounting Reports' screen. On the left is a navigation tree with 'Trust Bank Movements (Section 26) Reports' highlighted. The main area is titled 'Trust Bank Movements (Section 26) Reports' and contains several input fields: 'Company', 'Currency', 'ADP Code', 'Trust Bank', 'Financial Year', 'Financial Month From', and 'Financial Month To'. Each field has a dropdown menu. A 'Run Report' button is highlighted with a red box in the top right corner of the form area.

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:

The screenshot shows a dialog box titled 'Trust Bank Movements (Section 26) Reports'. It has a section for 'Printing Options' with a 'Summary Only' checkbox checked and highlighted with a red box. Below this is a 'Preview Mode' checkbox, which is unchecked. There is a 'Printer' dropdown menu set to 'DEFAULT'. A 'Run Report' button is at the bottom left of the dialog.

A sample of the report (in detail option) is reproduced below:

## Chapter 7 – Reporting

IBais Insurance Software - Page Control..... -- Webpage Dial

Completed Page 1 of 5 Search Search Next Actions REP~15907-58563 actions XLS

TRAINING Trust Bank Movements (Section 26) Report Run Time: 20 JUL 2011 - 09:34

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

Trust Bank	Creditor/Debtor	Transaction Date	Narrative	Amount
050	KOOL001	14/12/09	Cash Rec (354854)	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)	1,157.38
050	SANT001	15/12/09	Cash Rec (44486)	412.30
050	SANT001	15/12/09	Cash Rec (321)	115.00
050	SANT001	16/12/09	Cash Rec (54854)	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 (54836)	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.

BAIS Training - Policy Transaction Exception Report Selection

**Policy Transaction Exception Report**

Executive: ---Executive---

Earliest Generation Date:

Latest Generation Date:

Printing Options

Summary Only: ☐

Preview Mode: ☒

Printer: DEFAULT

Run Report

Report includes all Executives by default unless you specify one via the dropdown.

Report prints a detailed listing by default – click on **Summary Only** for a listing with totals by Executive. Report includes all Executives by default unless you specify one via the dropdown.

## Chapter 7 – Reporting

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:

BAIS Training - Page Control -- Webpage Dialog

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

BA TRAINING

Policy Transaction Exception Report

Run Time: 18 JUL 2011 - 09:00

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	16,606.10	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	

BKEXCEPTIONR10 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.



## Chapter 7 – Reporting

### Brokerage Earned Report

Financial Year

Financial Month

Transaction Date From

Transaction Date To

Company

Currency

Printing Options

Summary Only ☐

Preview Mode ☐

Printer

**Run Report**

If you nominate a From and To date range leave the Financial Year & 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 the Report**.

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

ibais Insurance Software - Page Control... Web Page Di

Completed Page 1 of 4 Search Search Next Actions REP-12293 actions

BA TRAINING Brokerage Earned Report For All records in file Run Date: 08 NOV 2007 Run Time: 17:14

Company 0 Currency: AUD

Tr Date	Sys Doc. No	Reference 0	Client Name	Claims Gst	UW Gst	Bk Chgs	Client Fees			Commission			Nett Broker Amounts			Premium Funding Agmt
							Broker Fees	Rebate	Fee Gst	Broker's Comm. (Incl S/Ag)	Comm. GST (Incl S/Ag)	Subagent Comm.	Subagent GST	Nett Profit	Nett GST	
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	280.00	29.00	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 Hoodini	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	300.00	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	297.66	0.00	210.96	0.00	21.10	611.79	0.00	0.00	0.00	822.74	418.76	
13/10/05	AR 24	05100024	Mr H Potter	0.00	297.66	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		Mr 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	Mr 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		Mr 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	Mr R R Hood	0.00	0.00	0.00	85.00	0.00	8.50	280.00	28.00	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  
Trans Date to  
Company  
Currency

01/10/07  
31/10/07  
---No Company/Branch Selected---  
---No Currency Selected---

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

#### Printing Options

Summary Only  
Preview Mode  
Printer

☐  
☒  
DEFAULT

Run Report

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

BATRAINING

Brokerage Taken Report

29 NOV 2007 - 14:46

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

Tr Date	Sys Doc No	Reference	Subagent	Broker Fees	Fee Gst	Rebate	Bk Comm (Nett of (\$/Ag Comm)	Comm GST (Nett of (\$/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	

BIKARNED 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

Run Date: 12 JUN 2009 Run 1

For Financial Year = 2008 and Financial Month = 12

Company: 0



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 screenshot shows the 'Available Forms and Reports' window. The top navigation bar includes 'Home', 'Account Selection', 'Change Password', 'All Options' (highlighted), 'Favourites', and 'Logout'. Below the navigation bar, there are three dropdown menus: 'Type' (Select Type), 'Category' (Select Category), and 'Sub Category' (Select Sub Category). A 'Favorites' button is located on the left. The main table has columns: Type, Category, Sub Category, Form/Report (Click to Run), Image, and Favorites. The table lists various forms and reports, with 'Client Statements' highlighted in the 'Form/Report (Click to Run)' column. The 'Favorites' column shows 'No' for most items, with 'Yes' for 'Cash Receipts' and 'Payments'.

Type	Category	Sub Category	Form/Report (Click to Run)	Image	Favorites
Accounting	Maintenance		Insurer/Creditor Maintenance		No
			Cancel Payment		No
	Processing		Cancel Receipt		No
			Cash Receipts		Yes
			Creditors Open Item and History Ledgers		No
			Debtors Open Item and History Ledgers		No
			GL Transactions		No
			General Ledger Enquiry		No
			Payments		Yes
	Reports		AP Creditor Trial Balance		No
			AP Creditors Age Analysis		No
			AR Customer Trial Balance		No
			Bank Deposit Print/Reprint		No
			Bordereau Report for Reinsurance		No
			Cash Receipts Listing		No
		Cheque Details for UW		No	
		Client Statements		No	
	Creditor Statements		No		
		Customer Executive Age Analysis (Summary)		No	
		Customer Executive Age Analysis		No	

Refine by Description

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.**

The screenshot shows the 'Client Statements' report generation interface. It includes a navigation bar at the top with links: Home, Account Selection, Change Password, All Options, Favourites, and Logout. The main form contains the following fields and controls:

- Statement Date:** A date input field showing '08/11/07'.
- Message To Appear On Statement:** A text area for a custom message.
- Run Type:** A dropdown menu set to 'Individual'.
- Company Branch:** A dropdown menu set to 'All'.
- Selected Executive:** A dropdown menu set to '---No Executive Selected---
- Selected Division:** A dropdown menu set to '--No Code--'.
- Sort Sequence:** A dropdown menu set to 'Client Name'.
- Next Sort Sequence:** A dropdown menu set to 'Client Name'.
- Selected Clients:** A table with columns 'Selected Clients' and 'Client Name'. It contains a single row with a '+' icon in the 'Selected Clients' column and a hyperlink 'Client Name' in the 'Client Name' column.
- Include Allocated Items:** A checkbox that is currently unchecked.
- Do Not Print If All Items Dated After:** A date input field.

Five red callout boxes provide additional information:

- Top right:** You can include a message that will appear on this run. (Points to the Message To Appear On Statement field)
- Middle right:** Sort by Client Name, Client Code, Company Branch. (Points to the Sort Sequence dropdown)
- Bottom right:** Statements can be run on all clients by leaving the field blank or if only for a selected client input the client code or look up by clicking on the hyperlink. (Points to the Client Name column in the Selected Clients table)
- Bottom center:** This allows you to include any allocations against outstanding items. (Points to the Include Allocated Items checkbox)
- Bottom left:** In most cases leave this field blank only input a date if you want to exclude ALL items younger than the date. (Points to the Do Not Print If All Items Dated After field)

## Run report

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

## Chapter 7 – Reporting

The screenshot shows a web application interface for generating client statements. At the top, there is a navigation bar with links: Home, Account Selection, Change Password, All Options, Favourites, and Logout. Below this is a header section titled 'Client Statements' with two buttons: 'Run Report' (highlighted with a red box) and 'Clear'.

The main form contains the following fields and controls:

- Statement Date:** A text input field containing '08/11/07'.
- Message To Appear On Statement:** A text area containing 'Please pay all outstanding invoices urgently'.
- Run Type:** A dropdown menu set to 'Individual'.
- Company Branch:** A dropdown menu set to 'All'.
- Selected Executive:** A dropdown menu set to '---No Executive Selected---'.
- Selected Division:** A dropdown menu set to '--No Code--'.
- Sort Sequence:** A dropdown menu set to 'Client Name'.
- Next Sort Sequence:** A dropdown menu set to 'Client Name'.
- Selected Clients:** A table with columns 'Selected Clients' and 'Client Name'. It contains one row: 'WOOD' and 'Geppetto and Pinoccio Wood'.
- Include Allocated Items:** A checkbox that is currently unchecked.
- Do Not Print If All Items Dated After:** A text input field.


This will allow you to preview or print the statements

The screenshot shows a 'Web Page Dialog' window titled 'Statement of Account'. It contains the following elements:

- Printing Options:** A section header.
- Preview Mode:** A checkbox that is currently unchecked.
- Printer:** A dropdown menu set to 'DEFAULT'.
- Run Report:** A button at the bottom left of the dialog.

## Chapter 7 – Reporting

The completed statement will look like the following



BA Insurance Systems  
317 Pacific Hwy  
NORTH SYDNEY NSW 2060  
Telephone:      Facsimile:

### STATEMENT OF ACCOUNT

For the Month of: OCTOBER 2007

Client: Geppetto and Pinocchio Wood

Page: 1 of 1

For information concerning  
this account please contact: Tanya Tsalne

BA Insurance Systems  
317 Pacific Hwy  
NORTH SYDNEY NSW 2060

REMITTANCE ADVICE

Page: 1 of 1

Month: OCTOBER 2007

Client: WOOD

Billing Month	Effective Date	Insured	Class	Type	Our Reference	Amount	Paid	Balance Owing	Reference	Balance
OCTOBER	01/10/05	Geppetto and Pinocchio Wood	Business Insurance	Renewal	05100029	12790.25	0.00	12790.25tr	153	12790.25tr
OCTOBER	15/10/05	Geppetto and Pinocchio Wood	Business Insurance	Renewal	05100022	521.32	0.00	521.32tr	154	521.32tr
OCTOBER	15/10/05	Geppetto and Pinocchio Wood	Business Insurance	Renewal	05100030	2593.60	-1000.00	1593.60tr	155	1593.60tr
OCTOBER	31/10/07			Receipt	45455	-1000.00	1000.00	0.00	74	0.00
						All amounts are in AUSTRALIAN DOLLARS				
Please pay all outstanding invoices urgently								20,505.17		
Geppetto and Pinocchio Wood 12 Jones Road Sydney								20,505.17		

Overdue	Current	BALANCE OWING
20,505.17		20,505.17

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**.

Type	Category	Sub Category	Form/Report (Click to Run)	Image	Favorites
			On-line Quoting		No
			Recovery Transactions		Yes
			Creditor Detail Report		No
			Creditor Outstanding with Broking Details		No
			Debtor Outstanding with Broking Details		No
			Earned Amounts - Life/Non Life		No
			Income Reports		No
			Insurer Annual Income Report		No
			Insurer Detailed Ageing by Insurer Type		No
			Invoice Summary report		No
			Key Reports		No
			Monthly Sales by Client		No
			Monthly Summary Premium		No
			Outstanding Claims by Insurer		No
			Outstanding Claims Selection		No
			Outstanding Premium Warranty Report		No
			Outstanding Renewal Report		No
			<b>Sunrise Policies Requiring Closure</b>		No
			Tax Invoice Report		No
			Trust Accounting Reports		No

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

-- Web Page Dialog

### Sunrise Policies Requiring Closure

Printing Options

Preview Mode ☐

Printer: DEFAULT

**Run Report**

Click **Run Report** and the following report will appear.

## Chapter 7 – Reporting

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 19 NOV 2007 - 15:09

Company B A Insurance Systems Pty Ltd

Executive Trx Date	Type	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	07030028	H 901461	20/03/07	20/03/08	Ant'z & Pantz Clothing Co Ltd	Australian Unity Householder	328.50	70.83
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.

**General Ledger - Details Report Selection** Run Report Clear

Report Format: ---Select Report Format--- 
 ---Select Report Format---  
 Details by COA  
 Details by COA by Policy Class  
 Details by COA - Insurance Details

Currency: Local Currency 
 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.

COBR Above or Equal To: B A Insurance Systems Pty Ltd

COBR Below or Equal To: B A Insurance Systems Pty Ltd

COA No. Above or Equal To:

COA No. Below or Equal To:

Fin. Month Above or Equal To: 11 May

Fin. Month Below or Equal To: 11 May

Financial Year: 2004

**Development Account - BA.DEV - Gchart by Description.....**

**Gchart by Description**

COA No.	COA Description
820	Fat Levy
374	Fielding & Partners
138	Financial Services Debtors
955	Fines & Penalties
953	Flowers
148	Foreign Currency \$A Transfer Account
512	Foreign Currency Translation Reserve
872	Freight
726	Fringe Benefits Tax
727	Fringe Benefits Tax - Recovery
403	Fringe Benefits Tax Provision
194	Furniture & Fittings
306	GAB - Creditor's Claims Control
156	GAB - Debtors Claims Control
410	GST Collected

Page 25 of 46  
Select Page Previous Next Go to Page

**Refine Search**


COA Description  
 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.

Refine


## Chapter 7 – Reporting

Samples of General Ledger Details reports are below.

### A) General Ledger Details Report by COA

B A Insurance Systems Pty Ltd										General Ledger Details Report										Run Time: 22 SEP 2010 - 14:00				
															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										
951	USD																							
951	USD	DREC2		4161	23/06/10	23/06/10	AR Sundry Rec 4161	May	04	44.44		-4,445.10												
B A Insurance Systems Pty Ltd										Bank - Insurance Broking - USD		Total: USD		44.44	-4,400.66									
B A Insurance Systems Pty Ltd										Total: Bank - Insurance Broking - USD				44.44										
952	AUD											12,037.96												
952	AUD	DREC1	PCT020	4091	14/01/10	14/01/10	AR RECPCT PCT020	Apr	04	11,196.34		23,224.30												
952	AUD	DREC1	PCT012	4092	14/01/10	14/01/10	AR RECPCT PCT012	Apr	04	3,184.26		26,408.56												
952	AUD	DREC1	DAVE1	4096	04/11/06	28/01/10	AR RECPCT DAVE1	May	04	11.00		26,419.56												
952	AUD	DREC1	DAVE1	4097	03/11/06	28/01/10	AR RECPCT DAVE1	May	04	11.00		26,430.56												
952	AUD	DREC1	DAVE1	4098	03/11/06	28/01/10	AR RECPCT DAVE1	May	04	11.00		26,441.56												
952	AUD	DREC1	DAVE1	4099	04/11/06	28/01/10	AR RECPCT DAVE1	May	04	11.00		26,452.56												
952	AUD	DREC1	DAVE1	4100	03/11/06	28/01/10	AR RECPCT DAVE1	May	04	11.00		26,463.56												
952	AUD	DREC1	DAVE1	4101	03/11/06	28/01/10	AR RECPCT DAVE1	May	04	11.00		26,474.56												
952	AUD	CPAY1	COU	20100311.1	11/03/10	11/03/10	AP PAY 704 COU	May	04		-2,227.31	24,247.25												
952	AUD	CPAY1	PCT01	20100311.2	11/03/10	11/03/10	AP PAY 705 PCT01	May	04		-6,248.04	17,999.21												
952	AUD	CPAY1	QBE	20100311.3	11/03/10	11/03/10	AP PAY 706 QBE	May	04		-1,604.31	16,394.90												
952	AUD	DREC1	PCT001	4153	15/06/10	21/06/10	AR RECPCT PCT001	May	04	5,220.60		21,615.50												
952	AUD	DREC1	PCT008	4154	15/06/10	21/06/10	AR RECPCT PCT008	May	04	4,210.56		25,826.06												
952	AUD	DREC1	PCT012	4155	15/06/10	21/06/10	AR RECPCT PCT012	May	04	4,184.40		26,244.46												
952	AUD	DREC1	PCT001	4156	16/06/10	21/06/10	AR RECPCT 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							General Ledger Details Report – by Policy Class					Run Time: 22 SEP 2010 - 14:07		
		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	BNVB	TAKE01	27400	01/07/10	30/06/10	BK INV TAKE01	May	04	DB%	0.07		6,413.74	
411	AUD	BNVB	TAKE01	27511	01/08/10	26/08/10	BK INV TAKE01	May	04	DB%	0.04		6,413.78	
B A Insurance Systems Pty Ltd							AUD Total: Budget Dog Pet % Share Plan				1.48			
411	AUD	BNVB	TAKE01	26493	01/10/09	19/01/10	BK INV TAKE01	Apr	04	DST%	0.08		6,413.86	
411	AUD	BNVB	TAKE01	26533	01/11/09	19/01/10	BK INV TAKE01	Apr	04	DST%	0.08		6,413.94	
411	AUD	BNVB	TAKE01	26584	01/12/09	19/01/10	BK INV TAKE01	Apr	04	DST%	0.08		6,414.02	
411	AUD	BNVB	TAKE01	26634	01/01/10	19/01/10	BK INV TAKE01	Apr	04	DST%	0.08		6,414.10	
411	AUD	BNVB	TAKE01	26855	01/02/10	24/03/10	BK INV TAKE01	May	04	DST%	0.08		6,414.18	
411	AUD	BNVB	TAKE01	26910	01/03/10	24/03/10	BK INV TAKE01	May	04	DST%	0.08		6,414.26	
411	AUD	BNVB	TAKE01	26955	01/04/10	24/03/10	BK INV TAKE01	May	04	DST%	0.08		6,414.34	
411	AUD	BNVB	TAKE01	27208	01/05/10	03/05/10	BK INV TAKE01	May	04	DST%	0.08		6,414.42	
411	AUD	BNVB	TAKE01	27257	01/06/10	03/05/10	BK INV TAKE01	May	04	DST%	0.08		6,414.50	
411	AUD	BNVB	TAKE01	27410	01/07/10	30/06/10	BK INV TAKE01	May	04	DST%	0.08		6,414.58	
411	AUD	BNVB	TAKE01	27520	01/08/10	26/08/10	BK INV TAKE01	May	04	DST%	0.02		6,414.60	
B A Insurance Systems Pty Ltd							AUD Total: Standard Dog Pet % Share Plan				0.82			
411	AUD	BNVB	PCTSUB	26383	01/07/09	19/01/10	BK INV PCTSUB	Apr	04	FR	12.33		6,426.93	
411	AUD	BNVB	PCTSUB	26601	01/01/10	19/01/10	BK INV PCTSUB	Apr	04	FR	8.64		6,435.57	
411	AUD	BNVB	PCTSUB	26925	01/04/10	24/03/10	BK INV PCTSUB	May	04	FR	8.64		6,444.21	
411	AUD	BNVB	DAVE	27049	21/04/10	21/04/10	BK INV DAVE	May	04	FR	45.00		6,489.21	
411	AUD	BNVB	PCTSUB	27388	01/07/10	30/06/10	BK INV PCTSUB	May	04	FR	8.65		6,497.86	
411	AUD	BNVB	DAVE	27451	06/07/10	06/07/10	BK INV DAVE	May	04	FR	30.00		6,527.86	
B A Insurance Systems Pty Ltd							AUD Total: Fire				113.26			

### C) General Ledger Details Report – Insurance Details

General Ledger Details Report - Insurance Details										Run Time: 22 SEP 2010 - 14:02				
<div><div><div><div></div><div></div><div></div></div><div>BAIS</div></div><div>Company Branch From 0 To 0 Chart of Account From 400 To 520 Financial Month From 10 (April) To 11 (May) - Year 2004</div></div>														
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 RECPCT PESO	Apr	04	PESO PESO DEBTOR		CNONE	1,000.00	
425	PHP	CPCA10			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	CRV3	TELSTRA	24	03/03/10	03/03/10	MJHGBGH	May	04	TELSTRA		CNONE	200.00	
446	AUD	ADJ1342		ASS0321R	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 NIL		CNONE	88.00	
446	AUD	CJNLD	PCT08	JV311REV	13/05/10	13/05/10	Test AP JNLD	May	04	PCT08 PETRA NEWSTART UNDERWRITING NIL		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:

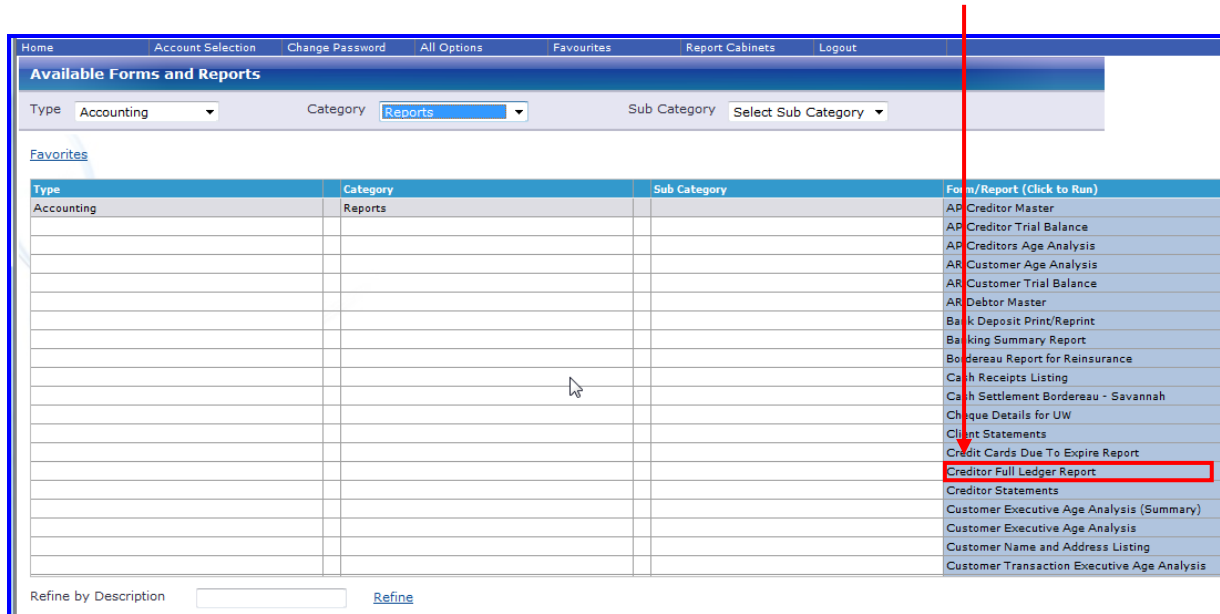
The report allows you to filter by **Company/Branch** (leave blank for all), **Currency** (defaults to 'All'), **Bank Code** (defaults to 'All'), **Banking Location** (defaults to All), **Tender Type** (use dropdown or set to 'All'), options displayed below), **Date Captured** (defaults to today's date 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.



## 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:



Home Account Selection Change Password All Options Favourites Report Cabinets Logout

Available Forms and Reports

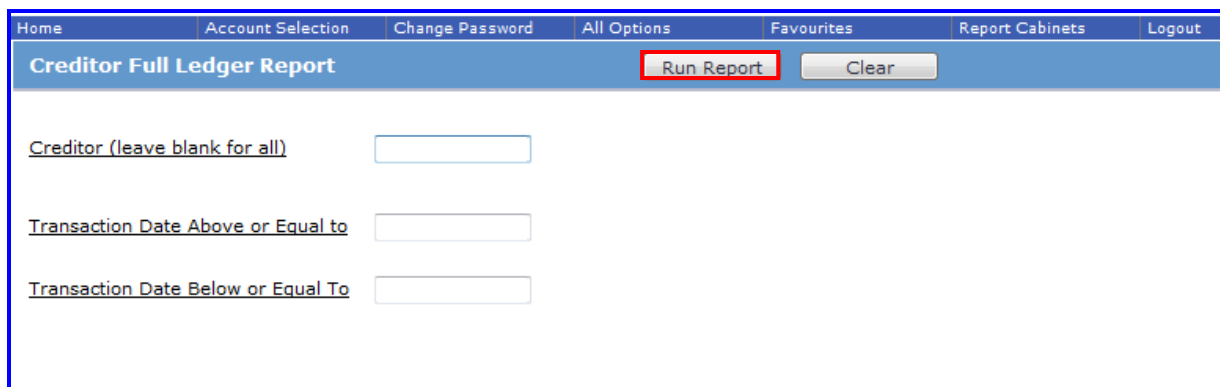
Type: Accounting Category: Reports Sub Category: Select Sub Category

Favorites

Type	Category	Sub Category	Form/Report (Click to Run)
Accounting	Reports		AP Creditor Master
			AP Creditor Trial Balance
			AP Creditors Age Analysis
			AR Customer Age Analysis
			AR Customer Trial Balance
			AR Debtor Master
			Bank Deposit Print/Reprint
			Banking Summary Report
			Bordereau Report for Reinsurance
			Cash Receipts Listing
			Cash Settlement Bordereau - Savannah
			Cheque Details for UW
			Client Statements
			Credit Cards Due To Expire Report
			<b>Creditor Full Ledger Report</b>
			Creditor Statements
			Customer Executive Age Analysis (Summary)
			Customer Executive Age Analysis
			Customer Name and Address Listing
			Customer Transaction Executive Age Analysis

Refine by Description  Refine

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:



Home Account Selection Change Password All Options Favourites Report Cabinets Logout

Creditor Full Ledger Report Run Report Clear

Creditor (leave blank for all)

Transaction Date Above or Equal to

Transaction Date Below or Equal To

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**.



## Chapter 7 – Reporting

BAIS Training - Page Control -- Webpage Dialog

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

BA TRAINING  
BAIS

Creditor Full Ledger Report  
BA Insurance Systems - AUD

Run Date: 18 JUL 2011 - 14:48

Creditor	Name	Voucher	Memo/Ref	Client	Eff Date	Nett Amount	Type	Offset Amount	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	Bailey 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.

## Chapter 7 – Reporting

Home Account Selection Change Password All Options Favourites Report Cabinets Logout

**MTD Income by Company/Branch by Executive by Client report** Run Report Clear

Executive  All Executives

Year  2010

Month  5 November

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

Example of the report:

BAIS Training - Page Control -- Webpage Dialog

Completed Page 4 of 11 Search Search Next Actions REP~15905-57035 actions XLS

BA TRAINING

MTD Income by Company/Branch by Executive by Client for Year = 2004 and Month = 4 Run Time: 18 JUL 2011 - 08:02

Company/Branch: 0 BA Insurance Systems

Executive: TRAIN2 Terry Trainee

Client	Client Name	MTD Premium	MTD Brokerage
AERO001	Aeropelican Pty Ltd	1,142,549	22,873
ANTZ	Aardvark Enterprises t/as Antz Pantz	21,978	2,080
AREN001	Arena Security	73,685	3,300
BEEZ	Beez Kneez Babywear Pty Ltd	6,627	378
JACK001	Jack Smith Jr	7,899	-101
Total for Executive: TRAIN2		1,252,738	28,511

BKCLEXSALES/R40 - MTD Income by Company/Branch by Executive by Client Page: 4 of 11

## 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:

Available Forms and Reports

Type: Accounting Category: Reports Sub Category: Select Sub Category

[Favorites](#)

Type	Category	Sub Category	Form/Report (Click to Run)
			Cash Receipts Listing
			Cash Settlement Bordereau - Savannah
			Cheque Details for UW
			Client Statements
			Credit Cards Due To Expire Report
			Creditor Full Ledger Report
			Creditor Statements
			Customer Executive Age Analysis (Summary)
			Customer Executive Age Analysis
			Customer Name and Address Listing
			Customer Transaction Executive Age Analysis
			Debtor Refund Remittance Advice
			Debtors Detailed Ageing Reports
			Debtors Full Ledger Report
			<b>Debtors History Report</b>
			GL Details Reports Selection
			GL Diarized Journal Listing
			GL Financial Reports
			GL Master File
			GL Recurring Journal Listing

Refine by Description  [Refine](#)

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:

Debtors History Report

**Run Report** Clear

Customer Account No.

Transaction Date Above or Equal to

Transaction Date Below or Equal To

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):

## Chapter 7 – Reporting

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

TRAINING

Debtors History Report

Run Date: 18 JUL 2011 - 15:48

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	132	234.81	0.00
23	116	REC1	77853	27/10/10	\$	-843.79	INVB	55	134	843.79	0.00
24	117	REC1	987643	27/10/10	\$	-244.60	INVB	56	135	244.60	0.00
2710101	129	REF1	1	27/10/10	\$	3455.86	CRNB	104	183	-3455.86	0.00
28	121	REC1	8785	27/10/10	\$	-795.37	INVB	87	186	795.37	0.00
132	48	INVB	10050002	06/05/10	\$	234.81	REC1	50	16	-234.81	0.00
134	55	INVB	10100001	25/10/10	\$	843.79	REC1	116	23	-843.79	0.00
135	56	INVB	10100001	25/10/10	\$	244.60	REC1	117	24	-244.60	0.00
142	63	INVB	10100006	26/10/11	\$	3518.90	CRNB	78	157	-3518.90	0.00
157	78	CRNB	10100006	26/10/11	\$	-3518.90	INVB	63	142	3518.90	0.00
158	79	INVB	10100006	26/10/11	\$	11218.90	CRNB	93	172	-11218.90	0.00
166	87	INVB	10100006	28/10/10	\$	795.37	REC1	121	28	-795.37	0.00
172	93	CRNB	10100006	26/10/11	\$	-11218.90	INVB	79	158	11218.90	0.00
183	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:

## Chapter 7 – Reporting

Type	Category	Sub Category	Form/Report (Click to Run)
Claims	Reports		Claim Record Sheet
			Claims Bordereaux - Savannah
			Claims Bordereaux
			Claims Listing
			Claims Outstanding and Paid
			Claims Payment Summary (Petplan)
			Claims Payment Summary Spreadsheet (Petplan)
			Claims Reported
			Claims not Reviewed by Date
			Comparison Between Government and Private Hospital
			Developments In Last Quarter - Claim Numbers
			Diary Report for Claims Review Process
			List Of Claims
			Listing of Claims by Claim Number
			Major Illnesses
			Marine Cargo Claims Outstanding and Paid
			Motor Claims Outstanding and Paid
			Outstanding Claims by Client
			Outstanding Claims by Executive
			Outstanding Claims by Insurer

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:

Financial Month: ---None Selected---

Financial Year: ---None Selected---

From Transaction Date:

To Transaction Date:

Run Report

Clear

Use the **From** and **To Transaction Date** fields to select a starting date or end date or a range of transaction dates for your report.

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):

## Chapter 7 – Reporting

IBAIS (PulseTest) - 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	06/07/2004	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

The screenshot shows the 'Available Forms and Reports' interface. At the top, there are navigation tabs: Home, Account Selection, Change Password, All Options, Favourites, Report Cabinets, and Logout. Below these, there are dropdown menus for Type (Select Type), Category (Select Category), and Sub Category (Select Sub Category). A 'Favorites' link is also present. The main area is a table with columns: Type, Category, Sub Category, and Form/Report (Click to Run). The 'Reports' category is expanded, showing various reports. The 'Active Policy Count by Class Report' is highlighted with a red box. Other reports listed include: Form/Report (Click to Run), List Documents, On-line Quoting, Recovery Transactions, Insurance Accounting Reports, Online Cash Receipts Report, Premium and Sum Insured Profile, Active Policy Count by Class Report, Active Policy Count by Class Report (Duplicate), Aggregate Exposures, Aggregation Report, Automatic Inquiries To Renew - Generate, Automatic Renewals - Invoicing, Automatic Renewals - Print Invoices, Automatic Upgrade - Print Documentation, Bordereau Report (Ryno), Bordereau Report - Savannah, Broker Analysis Report, Broker Quote and Policy Report, and Building, Perimeter, Property.

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

The screenshot shows the 'Active Policy Count by Class Report' form. At the top, there are navigation tabs: Home, Account Selection, Change Password, All Options, Favourites, Report Cabinets, and Logout. Below these, there are buttons for 'Run Report' and 'Clear'. The 'Specified Date:' field is highlighted with a red box. The form is currently empty.

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

The screenshot shows the 'Active Policy Count by Class Report' form after clicking 'Run Report'. The 'Run Report' button is highlighted. The form displays 'Printing Options' with a 'Preview Mode' checkbox checked and a 'Printer' dropdown set to 'DEFAULT'. The 'Run Report' button is highlighted.



## Chapter 7 – Reporting

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	Callden 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\_R90 - Active Policy Count by Class Report

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

Page 1 of 1