



FSC Manager

» **Billing Setup**

Table of Contents

INTRODUCTION	2
BILLING SETUP	2
<i>Accessing Billing Setup</i>	<i>2</i>
<i>First Time Billing Setup on New Policy.....</i>	<i>2</i>
<i>Billing Info Tab</i>	<i>2</i>
<i>Payments Tab</i>	<i>7</i>
<i>Invoices Tab.....</i>	<i>8</i>
<i>Entering Beginning Balances</i>	<i>12</i>
<i>1st Installment is Agency Bill, Remaining Installments are Direct Bill</i>	<i>14</i>
<i>Renewal Billing.....</i>	<i>14</i>
<i>Premium Finance</i>	<i>14</i>
<i>Endorsements</i>	<i>18</i>
<i>Revising Installments</i>	<i>19</i>
<i>Printing an Invoice.....</i>	<i>20</i>
<i>General Ledger Transactions.....</i>	<i>20</i>
OBTAINING SUPPORT	22

Introduction


Billing Setup is the process that creates agency invoices for tracking accounts receivable/commission reconciliation and direct invoices for commission reconciliation. Prior to beginning Billing Setup, the agency should enter producer and company commission percentages in the System Defaults. This chapter will review the steps to various Billing Setup processes.


Billing Setup

Accessing Billing Setup

There are three ways to access Billing Setup

1. From Clients click the  button.

2. From an Application click the  button.

3. From the Banner click the  button.

First Time Billing Setup on New Policy

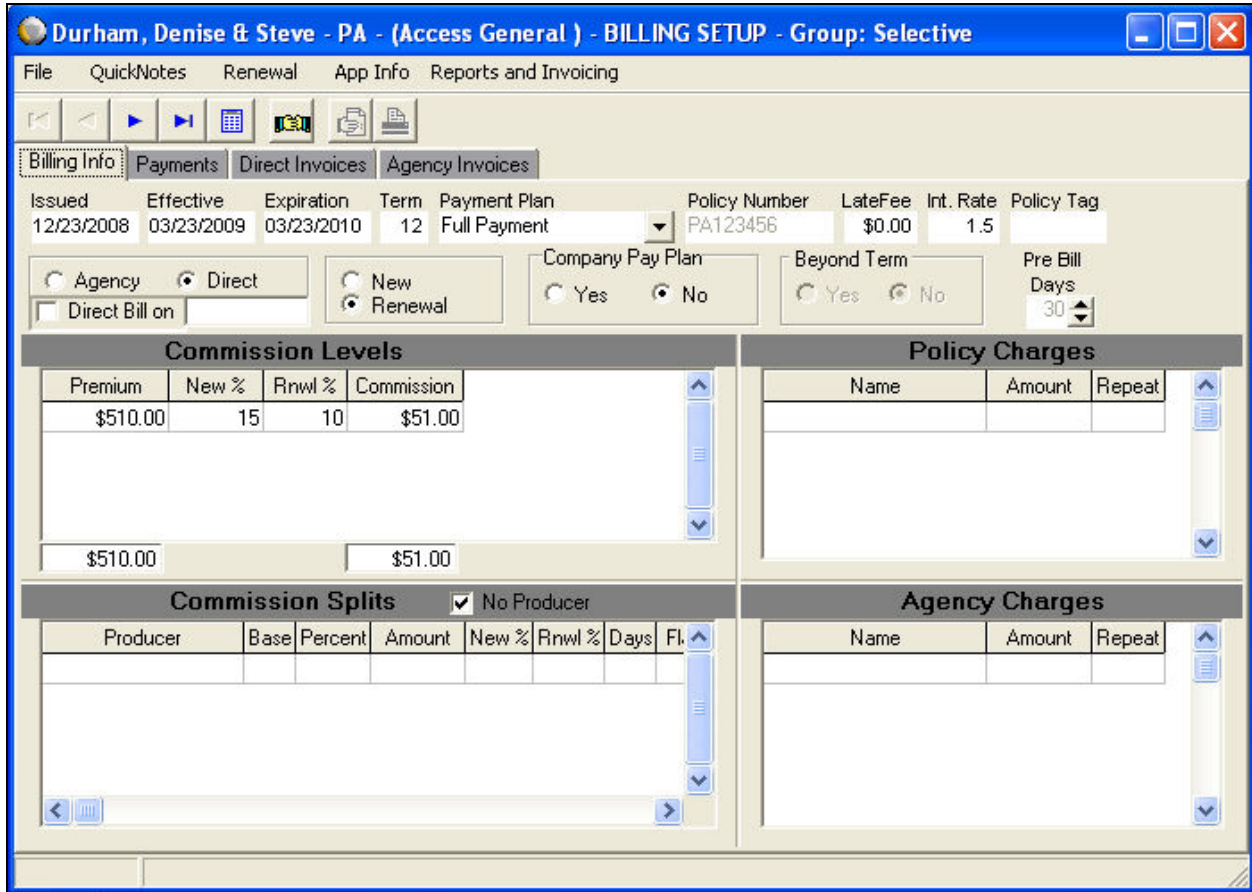
Completing a first time Billing Setup, is a short three-step process.

1. Check the *Billing Info* tab to verify that all information is correct. Users may make changes to the *Billing Info* tab as necessary.
2. Go to the *Payments* tab, click *Create Payments* button. This step calculates the annualized premium and commission and creates a payment schedule.
3. Go to the *Agency Invoices* or *Direct Invoices* tab (whichever is appropriate), click the *Create Invoices* button. This creates an invoice that can be printed if it is agency bill. It generates accounting transactions for the invoice. The invoice generated here will appear in the commission reconciliation area.

The information that follows is an explanation of each field and screen used in the Billing Setup area.

Billing Info Tab

Most of the Billing Info pulls directly from the policy or the System defaults.



Durham, Denise & Steve - PA - (Access General) - BILLING SETUP - Group: Selective

File QuickNotes Renewal App Info Reports and Invoicing

Billing Info Payments Direct Invoices Agency Invoices

Issued: 12/23/2008 Effective: 03/23/2009 Expiration: 03/23/2010 Term: 12 Payment Plan: Full Payment Policy Number: PA123456 Late Fee: \$0.00 Int. Rate: 1.5 Policy Tag:

Agency Direct
 Direct Bill on:

New Renewal
 Company Pay Plan: Yes No
 Beyond Term: Yes No
 Pre Bill Days: 30

Commission Levels			
Premium	New %	Rnwl %	Commission
\$510.00	15	10	\$51.00

Policy Charges		
Name	Amount	Repeat

Commission Splits							
Producer	Base	Percent	Amount	New %	Rnwl %	Days	Fl.

Agency Charges		
Name	Amount	Repeat

Figure 1: Billing Info tab

To change information without opening the policy, click the *App Info* menu at the top and select *Modify*. Updating the Application Info box in Billing Setup will update the policy as well.

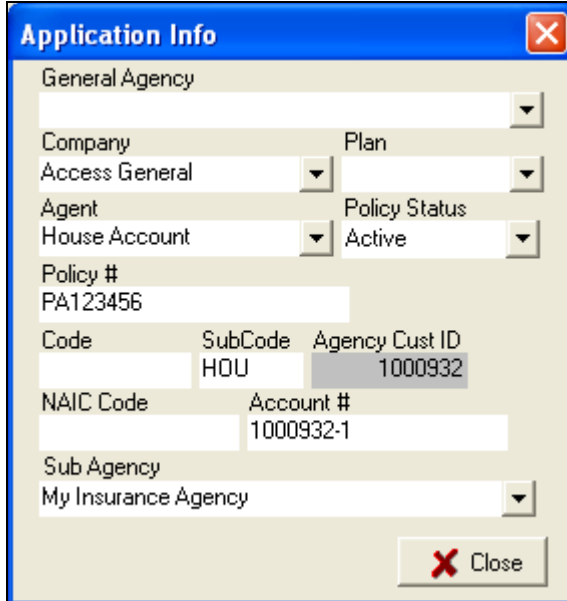


Figure 2: Application Info

Note: The Policy Status must be active to invoice. The policy cannot be invoiced when the policy number is PENDING.

Issued (date) – This is determined by whether *New* or *Renewal* is selected on the application. If *New* is selected, the *Issued (date)* will be the same as the *Effective (date)*. If *Renewal* is selected the *Issued (Date)* will default to 01/01/1980.

Effective (date) – The *Effective (date)* will pull in from the policy. It can be changed here if necessary.

Expiration (date) – After entering the *Effective (date)* on the policy, the *Expiration (date)* field is filled in to reflect a twelve month policy term. The exception is an auto policy, which defaults to a six month policy term. The *Expiration (date)* can be changed if necessary.

Term – The *Term* is calculated by the number of months between the effective and expiration date of the policy. This field is calculated when the user opens the Billing Setup screen.

Payment Plan – The *Payment Plan* will pull in from the policy. It can be changed here if necessary. Setting the payment plan to Other allows the user to create custom payment plans on the Payments tab.

Policy Number – The *Policy Number* will pull in from the policy.

Late Fee – The *Late Fee* will pull in from the *System-> Accounting Defaults*. Late fees will be created during the *Create Late Fees Task*. The client must have a balance more than thirty days past due to have late fees assessed.

Interest Rate – The *Interest Rate* will pull in from the *System-> Accounting Defaults*. Interest will be applied during the *Create Late Fees Task*. The client must have a balance more than thirty days past due to have interest assessed.

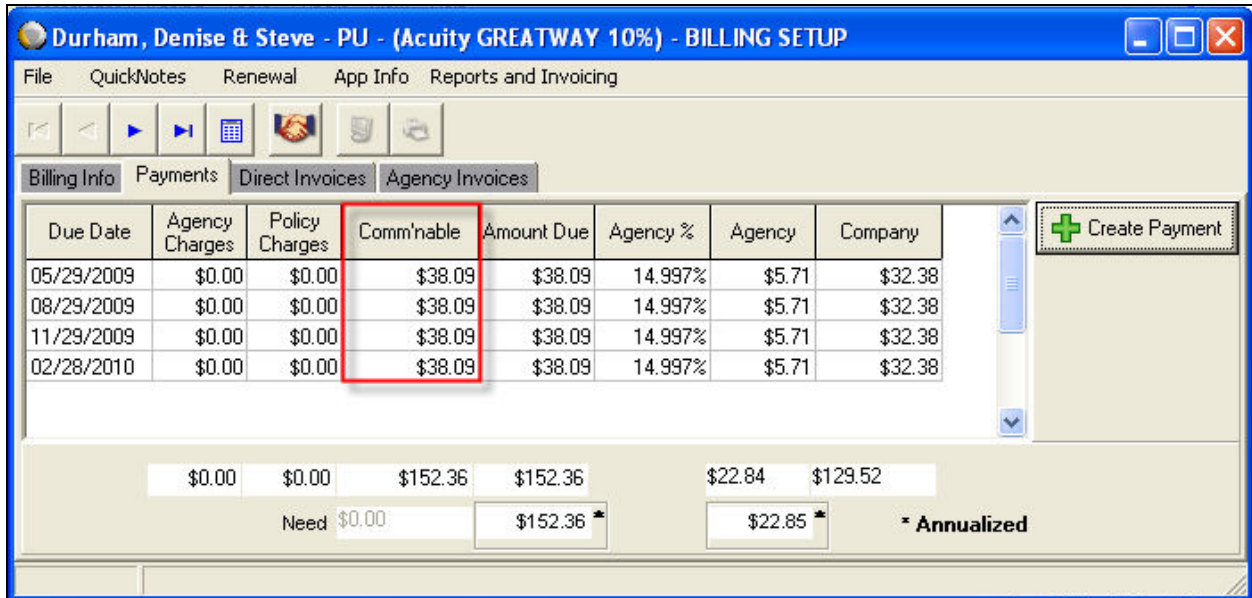
Policy Tag – Use this field to enter a brief code or some other information to let others know there is something unique about the billing for this policy.

Agency or Direct – Agency Bill or Direct Bill. This information pull in from the policy.

Direct Bill on – Check this box when setting up an Agency Bill policy and enter the policy expiration date to change policy to Direct Bill on that date. **This is for renewals only, not mid-term situations.**

New or Renewal – The *New* or *Renewal* selection will pull in from the policy. It can be changed here if necessary. This field determines whether the agency is receiving the New or Renewal commission percentage.

Company Pay Plan – If the company pays the agency commission on a payment plan (as the insured makes their payments) – answer “yes” to company pay plan. With this set to “yes” commission will be shown on each payment, see below.

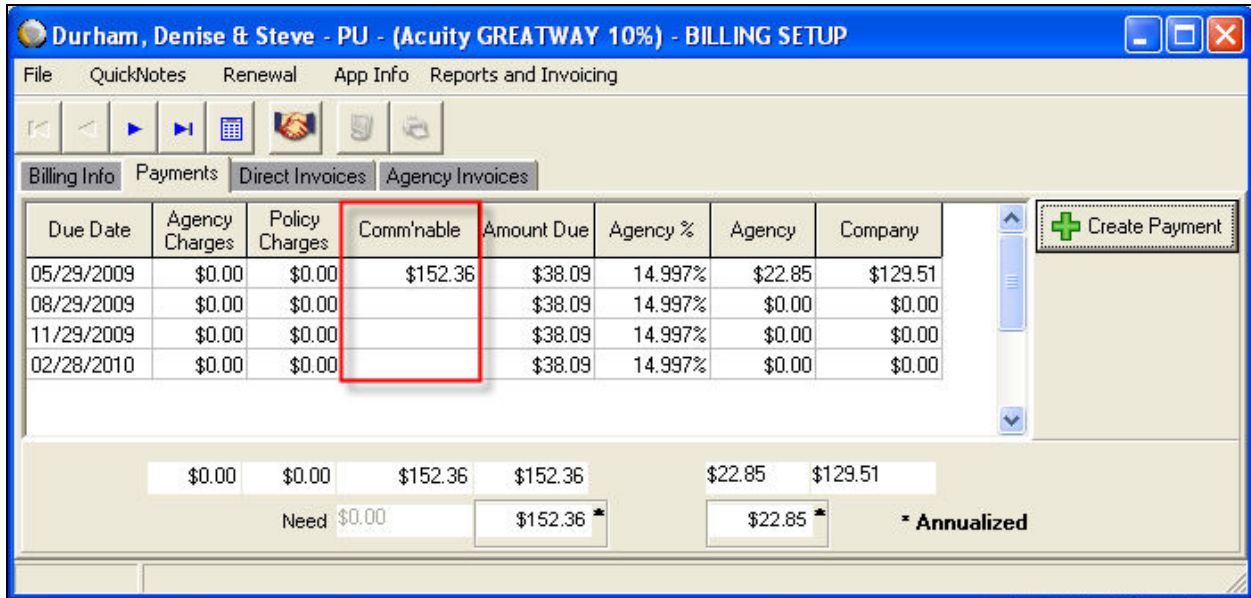


Due Date	Agency Charges	Policy Charges	Comm'nable	Amount Due	Agency %	Agency	Company
05/29/2009	\$0.00	\$0.00	\$38.09	\$38.09	14.997%	\$5.71	\$32.38
08/29/2009	\$0.00	\$0.00	\$38.09	\$38.09	14.997%	\$5.71	\$32.38
11/29/2009	\$0.00	\$0.00	\$38.09	\$38.09	14.997%	\$5.71	\$32.38
02/28/2010	\$0.00	\$0.00	\$38.09	\$38.09	14.997%	\$5.71	\$32.38

\$0.00	\$0.00	\$152.36	\$152.36	\$22.84	\$129.52
Need \$0.00	\$152.36 *	\$22.85 *	* Annualized		

Figure 3: Payments tab

If the company pays the agency the entire commissions up front (regardless of how the insured makes payments) answer “no”, the commission will be shown only on the first payment.



Due Date	Agency Charges	Policy Charges	Comm'n'able	Amount Due	Agency %	Agency	Company
05/29/2009	\$0.00	\$0.00	\$152.36	\$38.09	14.997%	\$22.85	\$129.51
08/29/2009	\$0.00	\$0.00		\$38.09	14.997%	\$0.00	\$0.00
11/29/2009	\$0.00	\$0.00		\$38.09	14.997%	\$0.00	\$0.00
02/28/2010	\$0.00	\$0.00		\$38.09	14.997%	\$0.00	\$0.00

Summary Totals: Agency Charges: \$0.00, Policy Charges: \$0.00, Comm'n'able: \$152.36, Amount Due: \$152.36, Agency %: 22.85%, Agency: \$22.85, Company: \$129.51

Need \$0.00, \$152.36 * Annualized, \$22.85 *

Figure 4: Payments tab

Beyond Term – If “yes” is checked when the *Create Estimated Premium Invoices* task is executed, the system will create an estimated invoice for policies that were not renewed prior to the number of Pre-Bill days. The estimated invoice will be based on the previous year’s premium and does not generate any accounting transactions. **If an estimated invoice exists on a policy, the user must use the *Do Renewal* button on the app or go to Billing Setup and select Renewal->Do Renewal when the actual renewal comes in. This will change the Status of the Estimated Premium Invoice to HIST and create the proper renewal invoice(s).**

Pre-bill – This is the number of days that invoices will be printed in advance when running the *Print Invoices not Printed* task. It is also the number of days prior to the *Expiration* date that it will create *Estimated Premium Invoices*, if *Beyond Term* is set to “yes.” By default Pre-Bill is set to 30 days. This can be changed on individual policies by setting Beyond Term to “yes,” then changing the Pre-Bill days. Remember to change Beyond Term back to “no.”

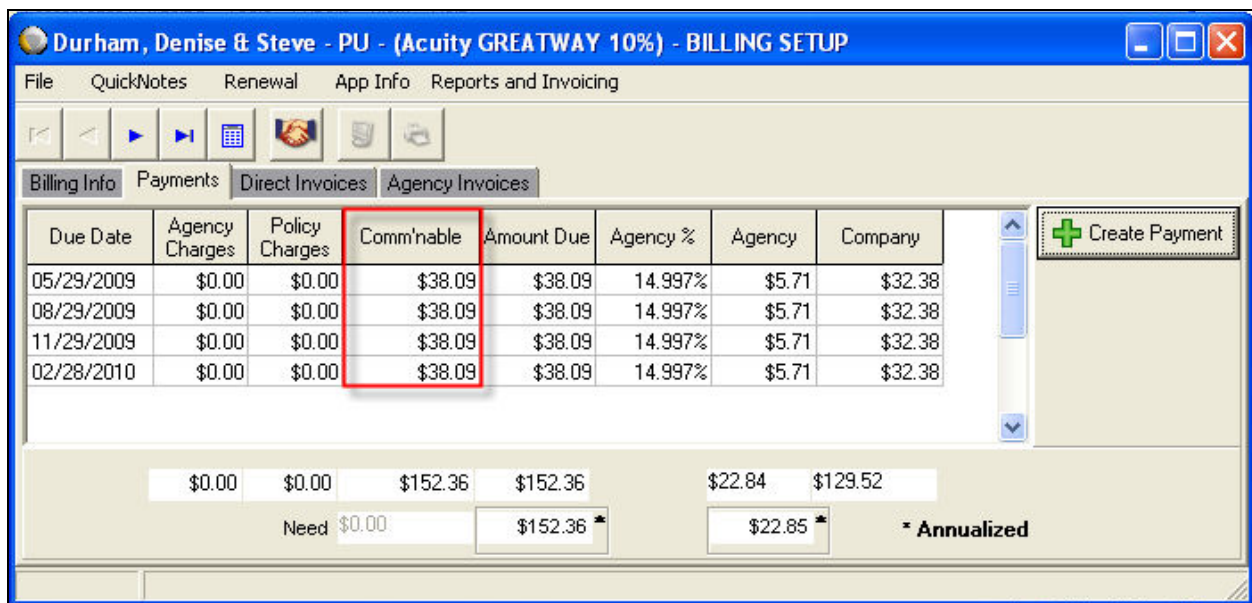
Commission Levels – This is where premium(s) and the corresponding commission levels are entered for each premium. This will pull from the policy if entered in the box that pops up when clicking the red arrow. On personal auto policies, there should be one line of premium for each vehicle. This is for commissionable premium only.

Commission Splits – The producer can be changed or a second producer added. The producer assigned to the policy will carry over to Billing Setup the first time Billing Setup is opened. If a producer needs to be changed on a policy, it needs to be changed in Billing Setup as well. When adding a second producer, the total percentage paid to both producers should not exceed 100%. A warning will appear if the total equals more than 100%. It is recommended that a producer be entered on every policy. If the agency does not assign producers to policies, put a check mark in the No Producer field above the Commission Splits.

For producer commission, the policy issue date is used as a reference to determine whether to pay New or Renewal commission based on the “Days” field. If a producer has “Days” set to 365, the system will default to the new percentage for 365 days after the Issue Date. If it has been more than 365 days since the policy was issued, the system will default to the renewal percentage.

Policy and Agency Charges – These are non-commissionable fees that either the company or the agency is charging. These include Billing Fees, Policy Fees, and Taxes. In the *Repeat* field the choices are Y, N, or 2. Y means that the fee will be repeated on each installment. N means that the fee will be assessed on the first installment only. 2 means that the fee will be assessed on all installments except the initial installment.

Payments Tab



Due Date	Agency Charges	Policy Charges	Comm'nable	Amount Due	Agency %	Agency	Company
05/29/2009	\$0.00	\$0.00	\$38.09	\$38.09	14.997%	\$5.71	\$32.38
08/29/2009	\$0.00	\$0.00	\$38.09	\$38.09	14.997%	\$5.71	\$32.38
11/29/2009	\$0.00	\$0.00	\$38.09	\$38.09	14.997%	\$5.71	\$32.38
02/28/2010	\$0.00	\$0.00	\$38.09	\$38.09	14.997%	\$5.71	\$32.38

Summary values at the bottom of the screen:

\$0.00	\$0.00	\$152.36	\$152.36	\$22.84	\$129.52
Need \$0.00		\$152.36 *		\$22.85 *	* Annualized

Figure 5: Create Payments

Click *Create Payments*. On this policy, the commission will be paid to the agency as the insured pays their installments. This is because the *Company Payment Plan* on the *Billing Info* tab is set to yes.

If any information is changed on the Billing Info tab, remember to *Create Payments* again to recalculate the commission and payment schedule.

The *Payments* grid cannot be edited unless the *Payment Plan* on the *Billing Info* tab is set to Other. When Other is selected the *Create Payments* button is grayed out and the payment schedule can be setup manually. The Need field should always be \$0.00. Receiving a message that “Need is not equal to \$0.00” means that the installments do not equal the total premium.

* *Annualized* – annualized premium and commission on this policy.

Invoices Tab

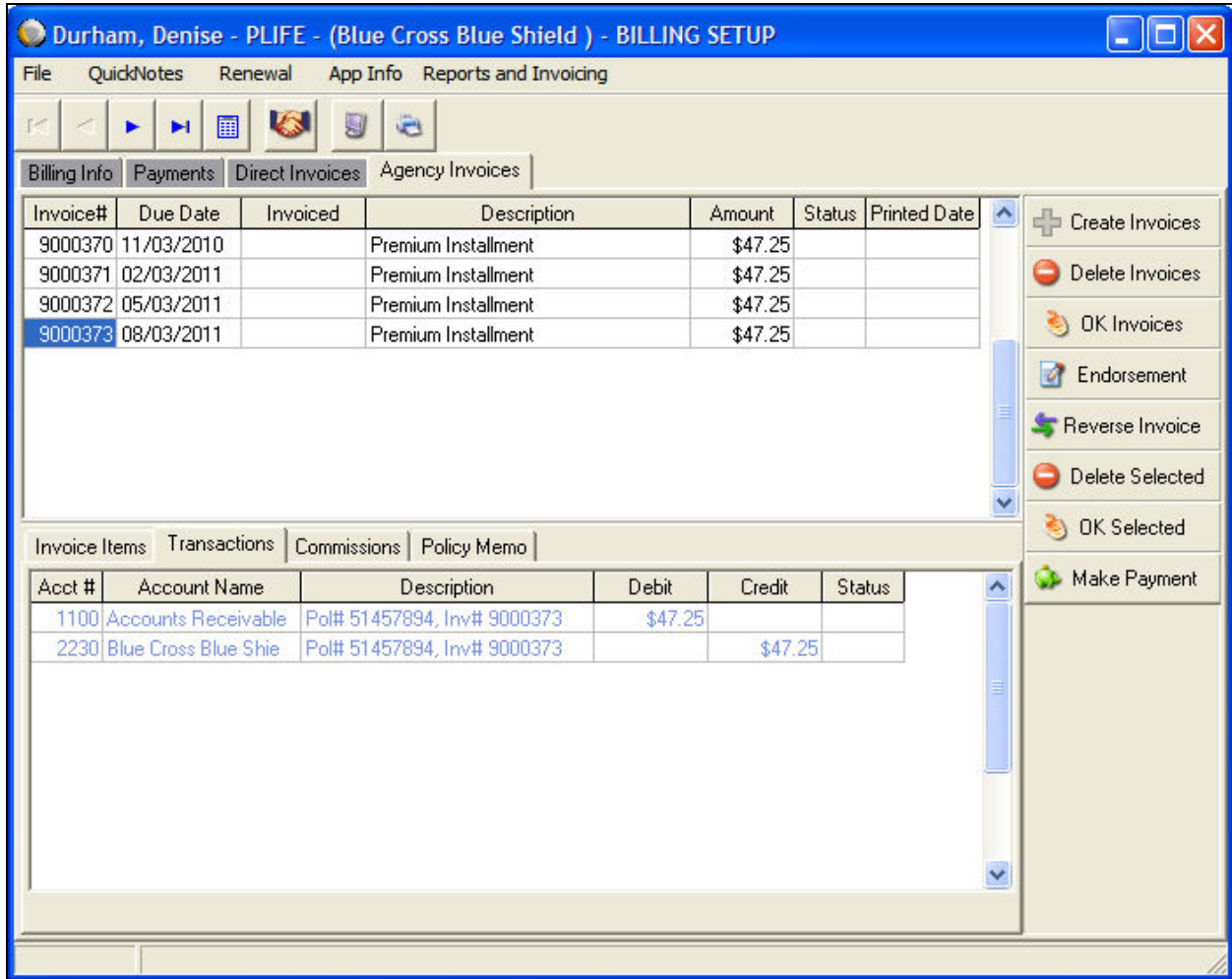


Figure 6: Agency Invoices tab

Click *Create Invoices*. This will create an invoice for each payment set up on the *Payments* tab.

Note: the *Invoice Items*, *Transactions* and *Commissions* tabs (on the bottom half of the screen) provide additional information about the invoice highlighted.

Invoice Tab Buttons

Create Invoices – This button will create invoices for the payments set up on the *Payments* tab. It will not recreate an invoice if there is already one for the same date on either of the Invoice tabs.

Delete Invoices – This button will delete all invoices that have a blank *Status* field.

Invoices OK – This button will put OK in the *Status* field of all invoices with a *Due Date* of today's date and prior to today's date. Once an invoice is OK'd, it becomes a permanent invoice with a permanent invoice number. It cannot be deleted; however it can be reversed. An invoice that is OK'd becomes an amount due on the Accounts Receivable Summary report and it will post to the accounting software the next time a user exports transactions. This button will only OK invoices on active policies. To OK an invoice on a cancelled policy, use the *OK Selected* button.

Endorsement - Depending on whether the policy is *Agency* or *Direct Billed* there are different items to choose from when this button is selected.

These are the items to choose from if the policy is Agency Billed.

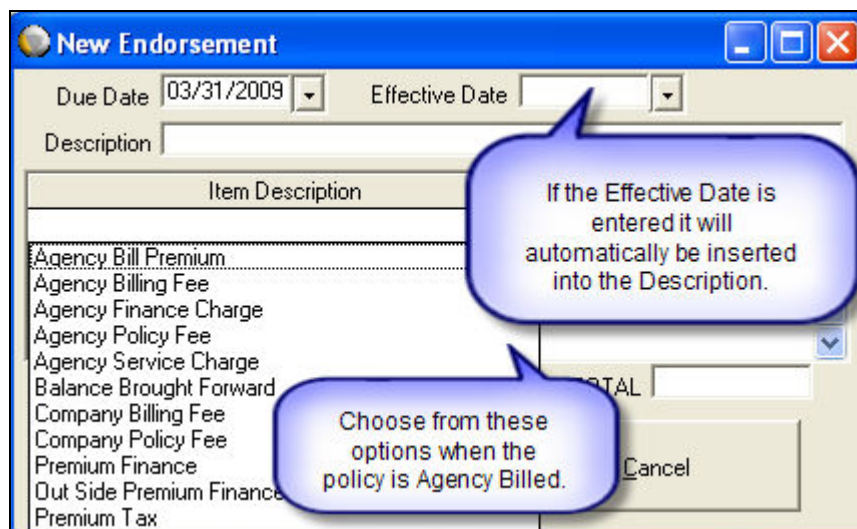


Figure 7: Agency Bill Endorsement

And these are the options for Direct Billed policies.

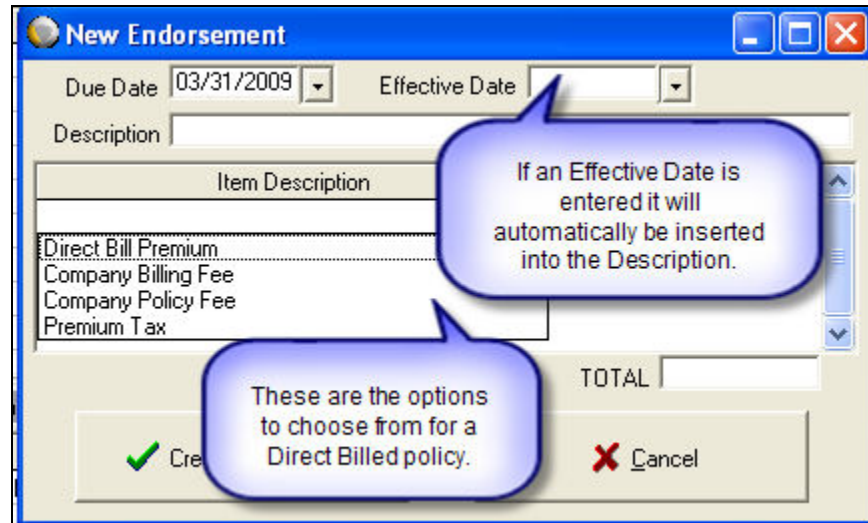


Figure 8: Direct Bill Endorsement

Agency or Direct Bill Premium – billing for commissionable premium

Agency Billing Fee, Agency Finance Charge, Agency Policy Fee, Company Billing Fee and Company Policy Fee – billing for non-commissionable agency or company fees

Balance Brought Forward – setting up initial client balances

Premium Finance – agency advancing premium to the company for a *Direct Billed* client and needs to set up an accounts receivable to collect the advanced premium from the customer

Outside Premium Finance – clears an agency bill balance when a finance company has made the payment directly to the company instead of the agency.

Premium Tax – billing for non-commissionable company fee

Reverse Invoice – This will reverse an invoice that has OK in the *Status* field with debits and credits that are exactly the opposite of the original invoice. This ensures that the accounting is affected properly. **It is better to reverse an invoice than create a negative endorsement. Reversing the invoice guarantees the original invoice is backed out properly.**

Delete Selected – This will delete only the *Invoice* highlighted and only if the *Status* is blank.

OK Selected – This option will OK the Invoice that is highlighted. It allows the user to OK an invoice even if the date is in the future and OK an invoice on a cancelled policy.

Make Payment – This will open the *Deposit* area with the client name automatically highlighted.

Close – Save and Exit from *Billing Setup*.

Printed Date – This field only appears on agency bill invoices. It will show the date the invoice was printed. When a date is entered in this field, the task to print invoices will not print the invoice again.



To print a single invoice, highlight the invoice and click either the print button or print preview. Clicking the print icon will send the invoice to the printer and enter the current date as the *Printed Date*. When previewing an invoice, the user will be prompted to record the invoice as printed when the preview screen is closed.

Below is a sample of an invoice printed on plain white paper.

My Insurance Agency
123 Main Street P.O. Box 26
Jim Falls, WI 54748
715-985-2300

11/17/2009

Denise Durham
14207 10th St.
Eleva, WI 54738

Policy Number	PH58665
Effective Date	10/15/2009
Expiration Date	10/15/2010

Invoice #	Policy Type	Description:	Amount Due
13414	Per Home App.	Policy Premium	\$156.98

PLEASE REMIT PAYMENT BY 10/15/2009

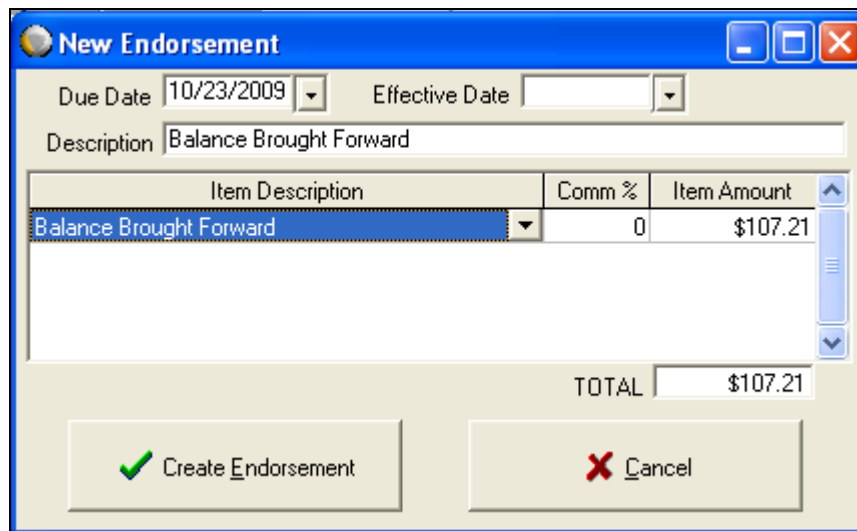
Thank You!

Figure 9: Printed Invoice

Entering Beginning Balances

The user can choose to enter beginning balances per policy (enter a balance for each policy) or per client (enter the full balance for all policies on just one policy). Beginning balance entries do not create any accounting transactions. The user will also create a beginning balance entry in their accounting software for the total of all accounts receivable.

1. Run an accounts receivable report out of the previous system
2. Run the Accounts Receivable Summary report from FSC Manager
 - a. Click *Reports* on the Banner
 - b. Click the Plus next to *Accounting* (under *Reports*)
 - c. Double click the *Accounts Receivable Summary*
 - d. Click the printer icon to print a copy of the report.
3. Compare the balance from the previous system to FSC Manager. Determine the amount of the endorsement needed to make FSC Manager match the previous system. Make the adjusting Balance Brought Forward endorsement.
 - a. Open Billing Setup for the client/policy that requires a balance adjustment
 - b. Click the *Agency Invoices* tab
 - c. Click the *Endorsement* button
 - d. Complete the *Endorsement* box as follows



Item Description	Comm %	Item Amount
Balance Brought Forward	0	\$107.21

TOTAL \$107.21

Figure 10: Balance Brought Forward Endorsement

- e. Enter the *Due Date* as the date the amount was originally due. This will allow the system to correctly age the amount due and apply late fees and interest as necessary.
- f. *Effective Date* can be left empty

- g. Enter a *Description* (i.e. Beginning Balance or Adjusting Balance)
- h. Select *Balance Brought Forward* from the *Item Description* drop down. The *Comm%* will default to 0.
- i. Enter the *Amount* as a positive if the client owes money to the agency or as a negative if they have a credit balance.

Do any calculations that may need to be done because of the beginning date, there could be transactions affecting the *Accounts Receivable Summary* that should or should not be there. For example, if the beginning date is December 1, 2009 and the user is entering the beginning balances on December 10, 2009, there may be transactions from 12/01/2009-12/10/2009 on the *Accounts Receivable Summary*. These transactions need to be taken into account when entering the *Balance Brought Forward* transaction.

- j. Click *Create Endorsement*
 - k. Click *OK Invoices*
4. When all endorsements have been created, re-run the *Accounts Receivable Summary* report. The new report should match up with the accounts receivable report from the previous system. If the reports do not match, go back to Billing Setup and enter another Balance Brought Forward invoice for the amount needed to correct the balance on the report for each client that is incorrect.

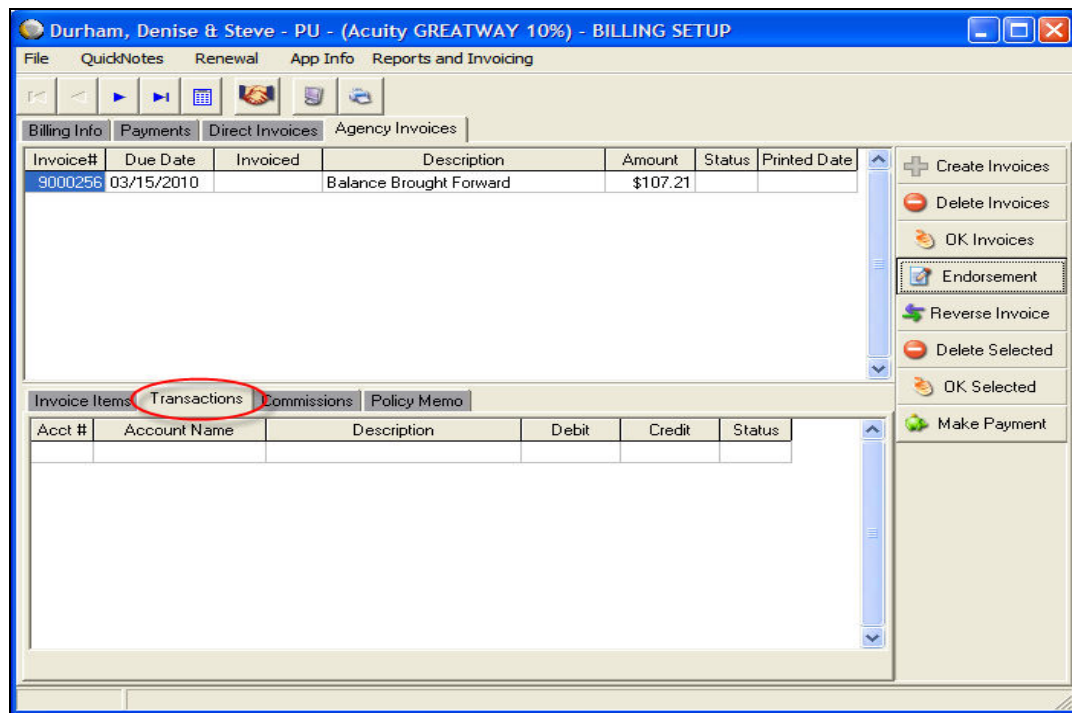


Figure 11: Balance Brought Forward Transactions

1st Installment is Agency Bill, Remaining Installments are Direct Bill

1. In Billing Setup treat this as an Agency Bill policy
2. Create Payments as usual
3. Create Agency Bill invoices
4. Ok the 1st Agency bill invoice by clicking *OK Selected*
5. Delete the remaining invoices by clicking *Delete Invoices*
6. Go back to the *Billing Info* tab and change the policy to *Direct* bill
7. Go to *Direct Invoices* and click *Create Invoices* (The user will receive a message that it cannot create the 1st invoice because it was done on the Agency Invoices tab, this is correct.)

Note: The *Company Pay Plan* should be set to **Yes**, to do these steps.

Renewal Billing

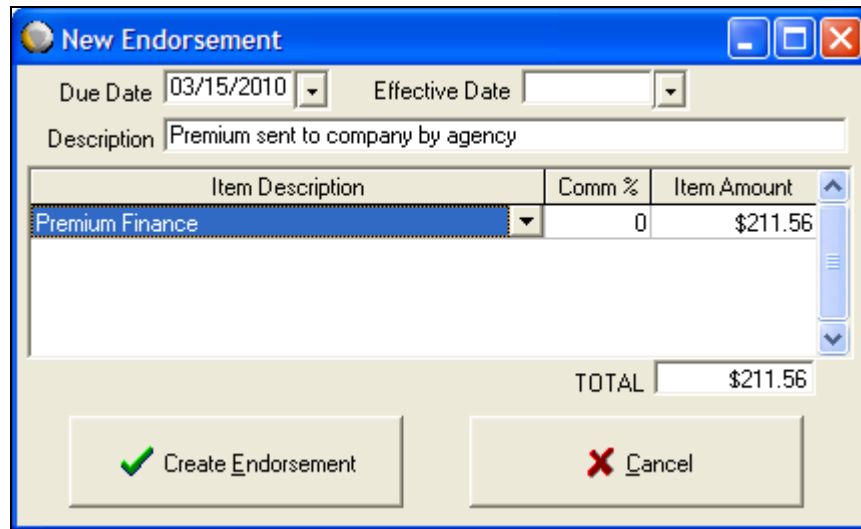
If a policy is downloaded, the policy period and the premium will already be updated. For automated renewal billing, the user can run the following tasks after the download is completed: *Do Agency Download Renewals* and *Do Direct Download Renewals*. These two tasks will create the invoices on any new business or renewals that came in the download.

If the policy is not downloaded, the user may update the premium on the policy and then click the *Do Renewal* button. This button will scroll the dates forward one policy period, open Billing Setup and create payments and create invoices. The user may also execute the renewal directly from Billing Setup by going to the Renewal menu and selecting Do Renewal.

Premium Finance

A Premium Finance is used when the agency pays the insured's premium on their direct billed policy. The insured now owes the premium to the agency. The same steps are followed whether the agency issues a check or the money is automatically withdrawn from the agency's account.

1. Create a Premium Finance endorsement in FSC Manager.
 - a. Open Billing Setup for the policy
 - b. On the Agency Invoices tab, click the *Endorsements* button
 - c. Enter a *Due Date* (defaults to current date, change if necessary)
 - d. Enter a *Description* (ex: Premium sent to Company by Agency)
 - e. Enter *Item Description* (choose *Premium Finance*)
 - f. Leave *Comm%* set to 0
 - g. Enter *Amount* (amount of check sent to carrier for insured)
 - h. Click *Create Endorsement*



Item Description	Comm %	Item Amount
Premium Finance	0	\$211.56

TOTAL \$211.56

Buttons:

Figure 12: Premium Finance Endorsement

- i. Click *OK Invoices* and print an invoice if needed
- j. Exit Billing Setup

The Endorsement has now created a balance on this account and the following accounting transaction is created.

1100 Accounts Receivable	Debit	
2060 Checks To Issue		Credit

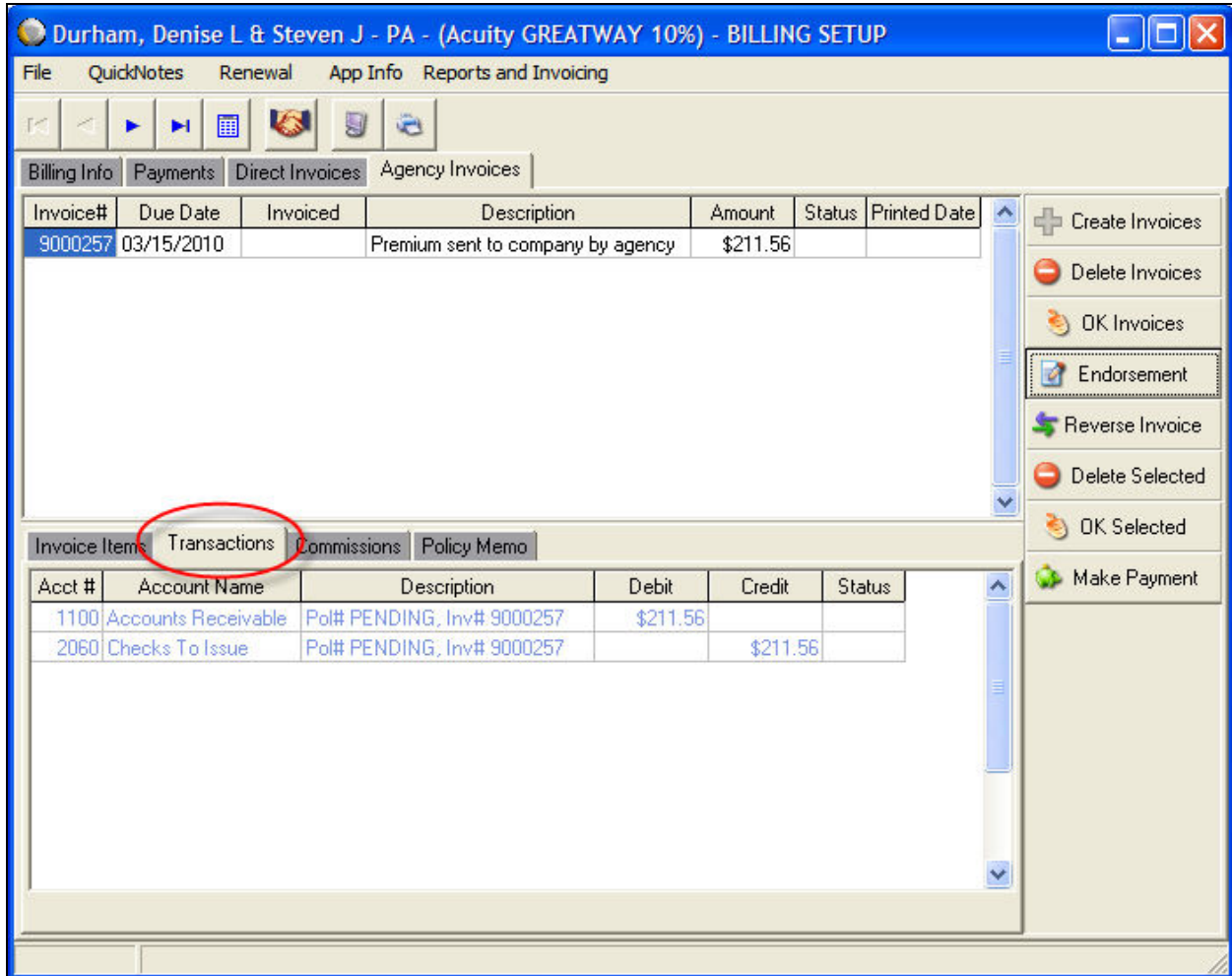


Figure13: Premium Finance Transactions

- Write the check to the carrier from the accounting package or record the automatic withdrawal from the account using this entry (see Chapter on QuickBooks or PeachTree for instructions on writing checks from the accounting package).

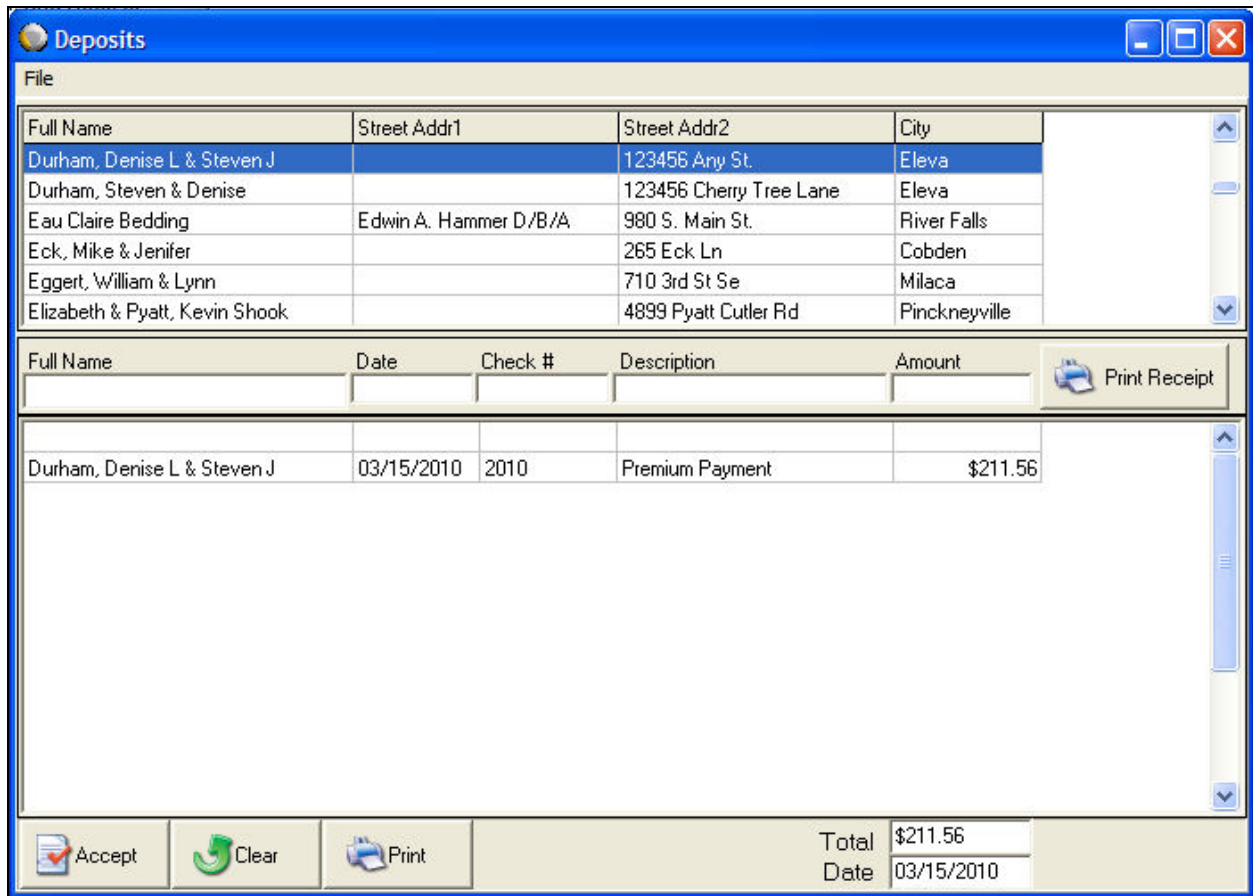
1000 Cash Trust Fund	Credit
2060 Checks To Issue	Debit

- Enter a receipt when the insured pays the agency.



- Click *Receipts* on the Banner
- Click *New Record*

- c. Select the insured
- d. Enter the *Date*
- e. Enter *Check #* or type Cash
- f. Enter a *Description*
- g. Enter the *Amount*
- h. Press *Tab* (the deposit transaction will move down a line on the screen)



Full Name	Street Addr1	Street Addr2	City
Durham, Denise L & Steven J		123456 Any St.	Eleva
Durham, Steven & Denise		123456 Cherry Tree Lane	Eleva
Eau Claire Bedding	Edwin A. Hammer D/B/A	980 S. Main St.	River Falls
Eck, Mike & Jenifer		265 Eck Ln	Cobden
Eggert, William & Lynn		710 3rd St Se	Milaca
Elizabeth & Pyatt, Kevin Shook		4899 Pyatt Cutler Rd	Pinckneyville

Full Name	Date	Check #	Description	Amount
Durham, Denise L & Steven J	03/15/2010	2010	Premium Payment	\$211.56

Total	\$211.56
Date	03/15/2010

Figure 14: Receipts Screen

- i. If a receipt is needed, click the *Print Receipt* button
- j. Click the *Accept* button

The following transactions are created:

1000 Cash Trust Fund	Debit
1180 Prepaid on Account	Credit

Once the payment has been accepted the user will be able to apply the payment and accept the transaction.

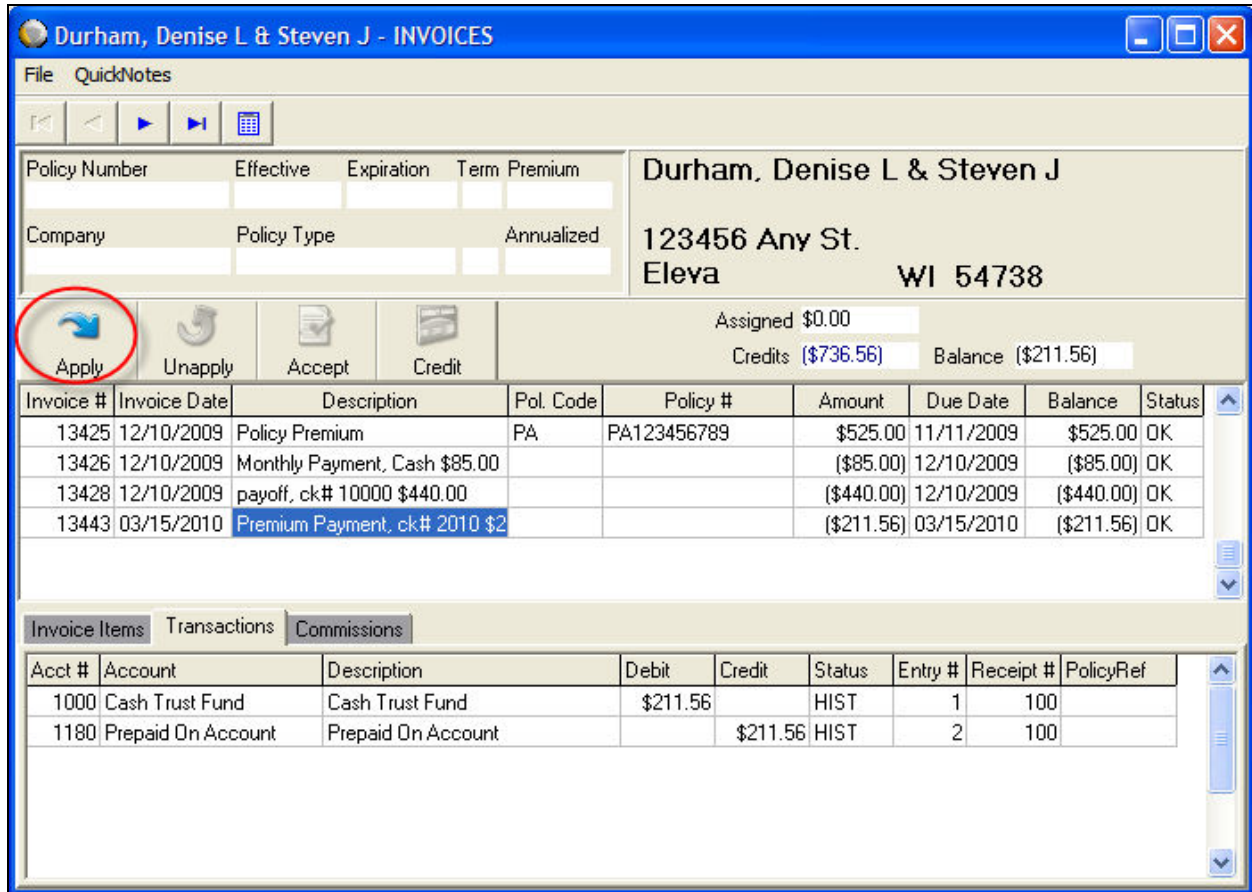
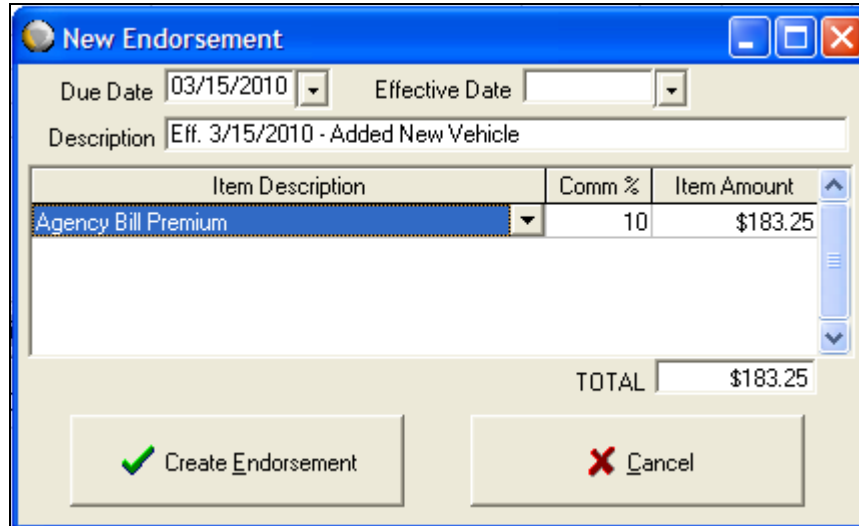


Figure 15: Applying a Receipt

Endorsements

Endorsements can be used to bill out midterm premium adjustments, audits on previous policy periods, cancellation credits, etc.

1. Open Billing Setup for the policy
2. Check the *Billing Info* tab to verify that the information is accurate, make changes if necessary
3. Go to the *Payments* tab, and click *Create Payments* (this step is only necessary on midterm premium adjustments)
4. Click *Agency or Direct Invoices* (depends on how the client is billed)
5. Click the *Endorsement* button
6. Fill out the *New Endorsement* window information for the amount due now. If the remaining installments need to be changed, follow the instructions under Revising Installments.



Item Description	Comm %	Item Amount
Agency Bill Premium	10	\$183.25

TOTAL \$183.25

Buttons:

Figure 16: Endorsement

4. Click *Create Endorsement*
5. Print Invoice if needed

Revising Installments

1. Open Billing Setup for the policy
2. Increase or Decrease the Premium field under *Commission Levels* on the Billing Info tab
 - a. If revising the premium to reflect the revised annual premium, all installments (including past installments) will be adjusted on the *Payments* tab.
 - b. If revising the premium to reflect only the additional amount due, the user will adjust only the remaining premium installments. Change the *Payment Plan* field to *Other*.
3. Click the *Payments* tab
 - a. If the *Payment Plan* has not been set to *Other*, click the *Create Payments* button
 - b. If the *Payment Plan* has been set to *Other*, the user must adjust the remaining payments in the Commissionable column
4. Click *Agency* or *Direct Invoices* tab (depends on how client is billed)
 - a. Delete future invoices that will be affected by the endorsement.
 - b. Click *Create Invoices* to create the revised invoice installments
 - c. If the user needs to revise an installment that has already been OK'd or bill out an additional or return premium now, use the *Endorsement* button to create the endorsement

Printing an Invoice

To print an individual invoice for a particular client:

1. Open *Billing Setup* for the client
2. Click *Agency Invoices*
3. Highlight the invoice that needs to be printed
4. Click *Reports and Invoicing*
5. Click *Invoice Options*, select one of the following options:
 - a. *Plain Paper*
 - b. *Letterhead*
 - c. *Pre-Printed Form*
6. Click the printer icon

Users may batch print invoices by running the following tasks: *Print Pre-Billed Invoices Not Printed* and *Print Regular Billed Invoices Not Printed*.

General Ledger Transactions

When users create transactions, each invoice item generates specific general ledger accounting transactions. Below is a list of accounting transactions for each invoice item.

Management System General Ledger Entries Made by Policy Transactions					
(When set up for Accrual/Cash as your Accounting Base)					
				Debit	Credit
Agency Billing Fee					
Charge	1100		Accounts Receivable	X	
		4040	Billing Fee Income		X
Payment	1020		Agency Cash	X	
		1100	Accounts Receivable		X
Agency Finance Charge					
Charge	1100		Accounts Receivable	X	
		4100	Finance Charge Income		X
Payment	1020		Agency Cash	X	
		1100	Accounts Receivable		X
Agency Policy Fee					
Charge	1100		Accounts Receivable	X	

		4080	Policy Fee Income		X
Payment	1020		Agency Cash	X	
		1100	Accounts Receivable		X
Agency Bill Premium					
Charge	1100		Accounts Receivable	X	
			(any) Company Payable		X
		4000	Agency Bill Commission		X
	5000		Commission Expense	X	
			(any) Producers Payable		X
Payment	1000		Cash Trust Fund	X	
		1100	Accounts Receivable		X
Agency Service Charge					
Charge	1100		Accounts Receivable	X	
		4060	Service Charge Income		X
Payment	1020		Agency Cash	X	
		1100	Accounts Receivable		X
Balance Brought Forward					
Charge			No Transactions are made		
Payment	1000		Cash Trust Fund	X	
		1100	Accounts Receivable		X
Bad Debts					
Charge	1140		Allowance For Bad Debts	X	
		1100	Accounts Receivable		X
Company Billing Fee/Company Policy Fee					
Charge	1100		Accounts Receivable	X	
			(any) Company Payable		X
Payment	1000		Cash Fund	X	
		1100	Accounts Receivable		X
Direct Bill Premium					
Charge	5000		Commission Expense	X	
			(any) Producers Payable		X
Payment			No Transactions are made		
Prepaid On Account					
Payment	1000		Cash Trust Fund	X	
		1180	Prepaid on Account		X

Credit Memo					
Payment	2080		Credits to Apply	X	
		1180	Prepaid on Account		X
Premium Finance					
Charge	1100		Accounts Receivable	X	
		2060	Checks to Issue		X
Payment	1020		Agency Cash	X	
		1100	Accounts Receivable		X
Refund By Check					
Payment	1000		Cash Trust Fund	X	
		2060	Checks to Issue		X
Premium Tax					
Charge	1100		Accounts Receivable	X	
			(any) Company Payable		X
Payment	1000		Cash Trust Fund	X	
		1100	Accounts Receivable		X
Over Payment					
Payment	1000		Cash Trust Fund	X	
		4140	Over Under Account		X
Under Payment					
Payment	1100		Accounts Receivable	X	
		4140	Over Under Account		X

Obtaining Support

If you have any questions about this training, please contact FSC Customer Support. Thank you and enjoy using FSC Manager!

West Coast Customer Support: 800-433-2550

Midwest Customer Support: 800-401-2895

Email: fscmanagersupport@fscsolutions.com

Last Updated 08/09/2011