integrated broking system

Accounts Manual

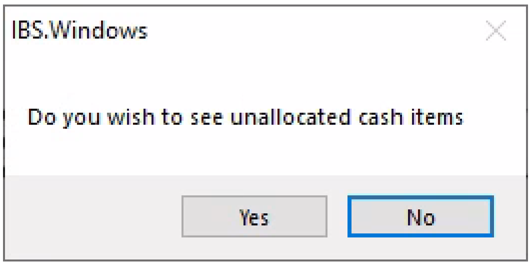
GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

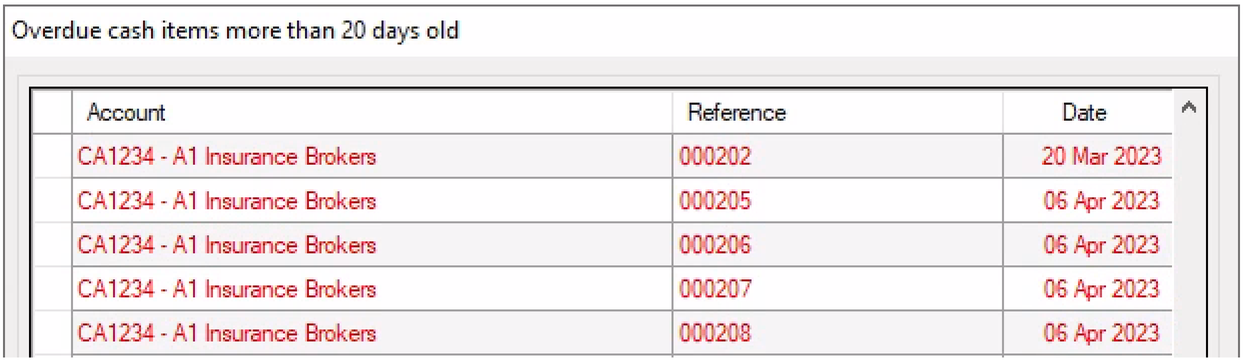
Contents

1. Accessing the Accounts System

The Accounts system can be accessed from the main ibs menu by selecting the Accounts icon or the Accounts menu item.

Users that have the ‘Overdue Cash Check’ setting enabled in their permission settings will be prompted to view the unallocated cash items which are older than a defined number of days. Click **Yes** to display the entries as follows.




Overdue cash items more than 20 days old

Account	Reference	Date
CA1234 - A1 Insurance Brokers	000202	20 Mar 2023
CA1234 - A1 Insurance Brokers	000205	06 Apr 2023
CA1234 - A1 Insurance Brokers	000206	06 Apr 2023
CA1234 - A1 Insurance Brokers	000207	06 Apr 2023
CA1234 - A1 Insurance Brokers	000208	06 Apr 2023

1.1 Using the Accounts Toolbar and Shortcut Icons

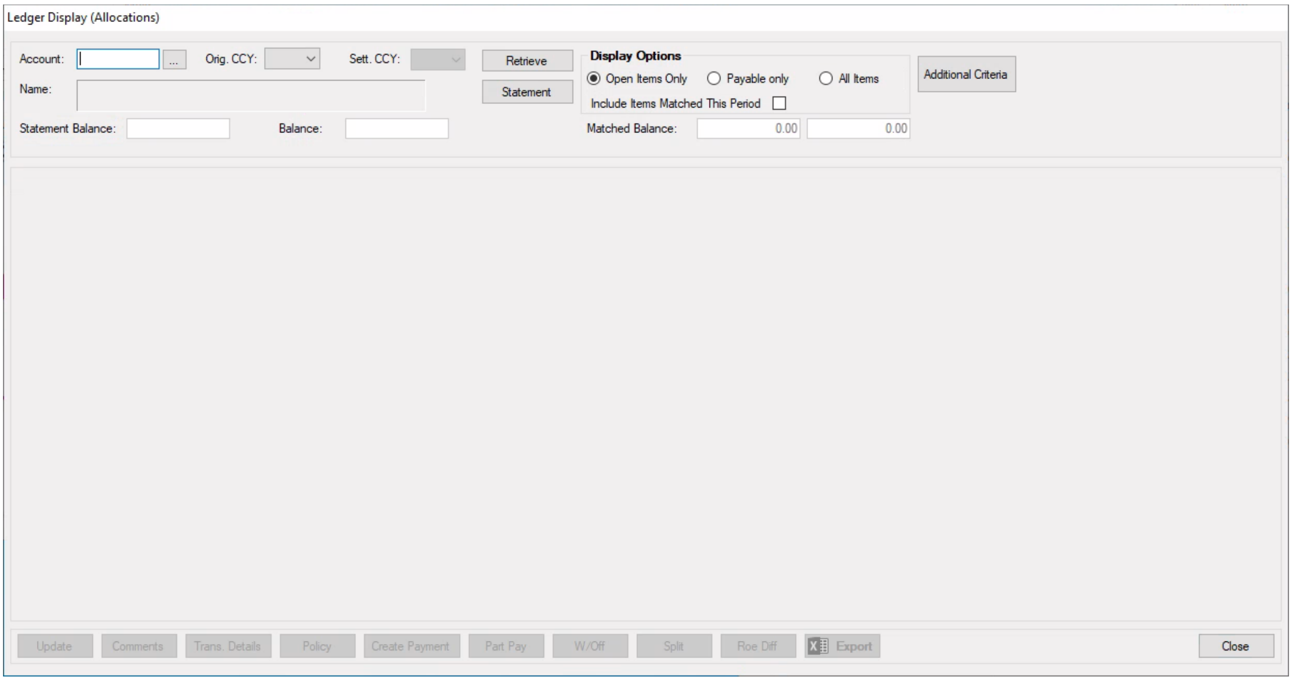
All of the Accounts options are available from the menus, but shortcut icons are also available to access commonly used functions.

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd’s of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

2. Transactions

2.1 Allocations

Within the Allocations screen, entries can be allocated, payments and part-payments can be made, write-offs processed and statements produced. The Allocations screen can also be accessed by pressing the Allocations icon on the toolbar.



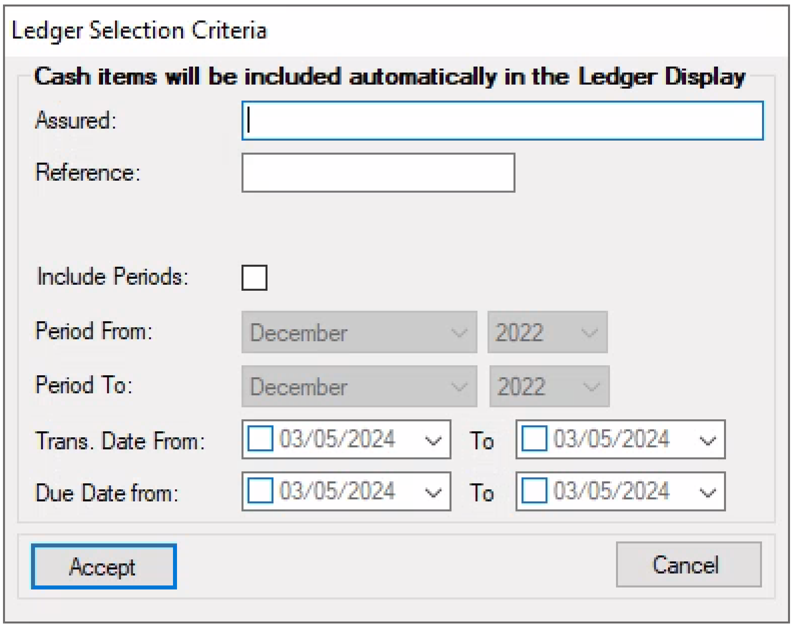
GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

2.1.1 Retrieve the ledger details

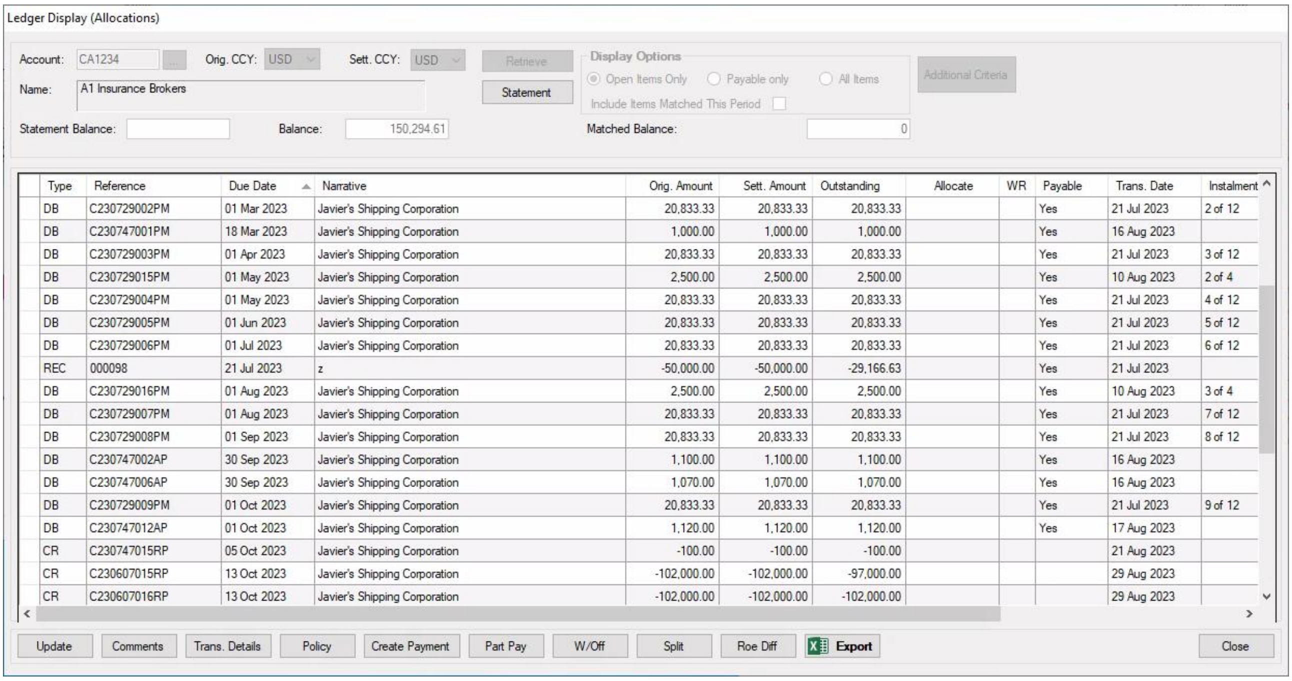
Enter the account code, original and settlement currency if appropriate. If required, use the Search button to find the account.

Select the Display Option required. The default is Open Items Only. If required, tick the **Include Items Matched This Period** tick box.

Use the Additional Criteria option as required to limit the number of entries displayed. You can enter the following details:



Once all selections have been made, press the **Retrieve** button to display the relevant accounting entries.


Ledger Display (Allocations)

Account: CA1234 Orig. CCY: USD Sett. CCY: USD Retrieve Statement

Name: A1 Insurance Brokers

Display Options: Open Items Only / Payable only / All Items / Include Items Matched This Period

Additional Criteria

Statement Balance: Balance: 150,294.61 Matched Balance: 0

Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment
DB	C230729002PM	01 Mar 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	2 of 12
DB	C230747001PM	18 Mar 2023	Javier's Shipping Corporation	1,000.00	1,000.00	1,000.00			Yes	16 Aug 2023	
DB	C230729003PM	01 Apr 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	3 of 12
DB	C230729015PM	01 May 2023	Javier's Shipping Corporation	2,500.00	2,500.00	2,500.00			Yes	10 Aug 2023	2 of 4
DB	C230729004PM	01 May 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	4 of 12
DB	C230729005PM	01 Jun 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	5 of 12
DB	C230729006PM	01 Jul 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	6 of 12
REC	000098	21 Jul 2023	z	-50,000.00	-50,000.00	-29,166.63			Yes	21 Jul 2023	
DB	C230729016PM	01 Aug 2023	Javier's Shipping Corporation	2,500.00	2,500.00	2,500.00			Yes	10 Aug 2023	3 of 4
DB	C230729007PM	01 Aug 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	7 of 12
DB	C230729008PM	01 Sep 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	8 of 12
DB	C230747002AP	30 Sep 2023	Javier's Shipping Corporation	1,100.00	1,100.00	1,100.00			Yes	16 Aug 2023	
DB	C230747006AP	30 Sep 2023	Javier's Shipping Corporation	1,070.00	1,070.00	1,070.00			Yes	16 Aug 2023	
DB	C230729009PM	01 Oct 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	9 of 12
DB	C230747012AP	01 Oct 2023	Javier's Shipping Corporation	1,120.00	1,120.00	1,120.00			Yes	17 Aug 2023	
CR	C230747015RP	05 Oct 2023	Javier's Shipping Corporation	-100.00	-100.00	-100.00				21 Aug 2023	
CR	C230607015RP	13 Oct 2023	Javier's Shipping Corporation	-102,000.00	-102,000.00	-97,000.00				29 Aug 2023	
CR	C230607016RP	13 Oct 2023	Javier's Shipping Corporation	-102,000.00	-102,000.00	-102,000.00				29 Aug 2023	

Update Comments Trans. Details Policy Create Payment Part Pay W/Off Split Roe Diff Export Close

Transactions displayed in blue are disputed. Transactions shown in red mean that they have been suppressed from the statement and therefore will not be printed.

The payment type for the account will be shown beneath the account name. This will display 'Cred/Deb Card', 'Standing Order' or 'Premium Credit' as selected in the Account Codes screen for the account.

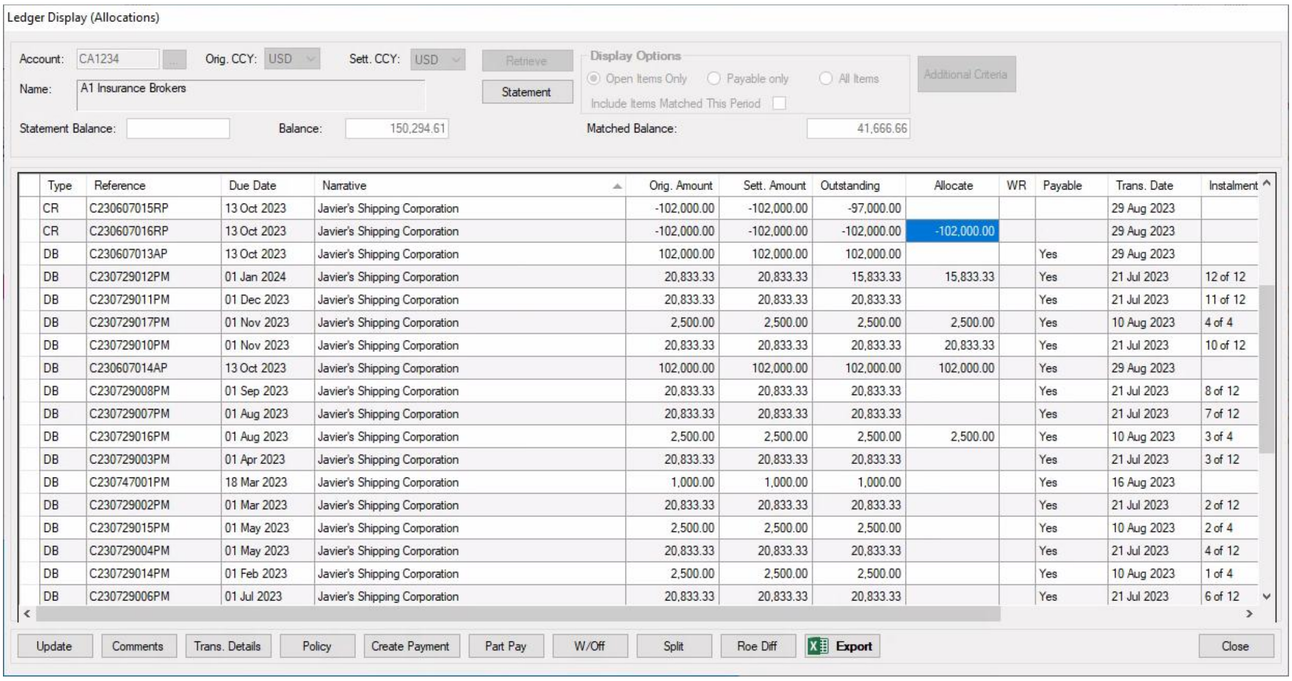
2.1.2 Customising the display

The display of the Allocations screen can be adjusted as follows:

- Double-click the top of the screen to maximise. Double-clicking again restores to original size.
- Columns can be made wider by hovering over the grey column header on the right hand side of a column until the horizontal arrow appears, then dragging to the desired width.
- The display can be sorted by a particular column by clicking on the column and then right-clicking. On the menu that appears, select Sort Ascending or Sort Descending.

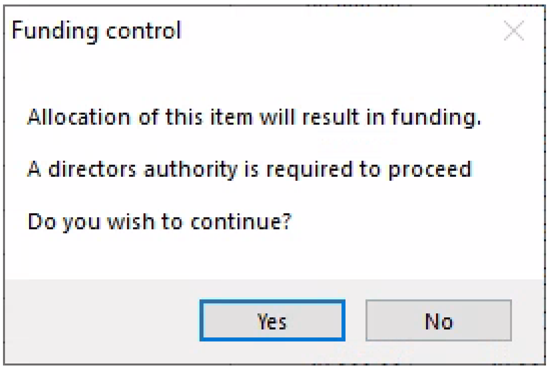
2.1.3 Select entries for Allocation

Select the items to be allocated by double-clicking on them. The Allocate column will display the amount to be allocated. A running total is shown in the box above the Allocate column.



Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment
CR	C230607015RP	13 Oct 2023	Javier's Shipping Corporation	-102,000.00	-102,000.00	-97,000.00				29 Aug 2023	
CR	C230607016RP	13 Oct 2023	Javier's Shipping Corporation	-102,000.00	-102,000.00	-102,000.00	-102,000.00			29 Aug 2023	
DB	C230607013AP	13 Oct 2023	Javier's Shipping Corporation	102,000.00	102,000.00	102,000.00			Yes	29 Aug 2023	
DB	C230729012PM	01 Jan 2024	Javier's Shipping Corporation	20,833.33	20,833.33	15,833.33	15,833.33		Yes	21 Jul 2023	12 of 12
DB	C230729011PM	01 Dec 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	11 of 12
DB	C230729017PM	01 Nov 2023	Javier's Shipping Corporation	2,500.00	2,500.00	2,500.00	2,500.00		Yes	10 Aug 2023	4 of 4
DB	C230729010PM	01 Nov 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33	20,833.33		Yes	21 Jul 2023	10 of 12
DB	C230607014AP	13 Oct 2023	Javier's Shipping Corporation	102,000.00	102,000.00	102,000.00	102,000.00		Yes	29 Aug 2023	
DB	C230729008PM	01 Sep 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	8 of 12
DB	C230729007PM	01 Aug 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	7 of 12
DB	C230729016PM	01 Aug 2023	Javier's Shipping Corporation	2,500.00	2,500.00	2,500.00	2,500.00		Yes	10 Aug 2023	3 of 4
DB	C230729003PM	01 Apr 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	3 of 12
DB	C230747001PM	18 Mar 2023	Javier's Shipping Corporation	1,000.00	1,000.00	1,000.00			Yes	16 Aug 2023	
DB	C230729002PM	01 Mar 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	2 of 12
DB	C230729015PM	01 May 2023	Javier's Shipping Corporation	2,500.00	2,500.00	2,500.00			Yes	10 Aug 2023	2 of 4
DB	C230729004PM	01 May 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	4 of 12
DB	C230729014PM	01 Feb 2023	Javier's Shipping Corporation	2,500.00	2,500.00	2,500.00			Yes	10 Aug 2023	1 of 4
DB	C230729006PM	01 Jul 2023	Javier's Shipping Corporation	20,833.33	20,833.33	20,833.33			Yes	21 Jul 2023	6 of 12

If a selected entry is not payable and its allocation will result in funding, the following message is displayed. Pressing **Yes** will prompt for the funding password.

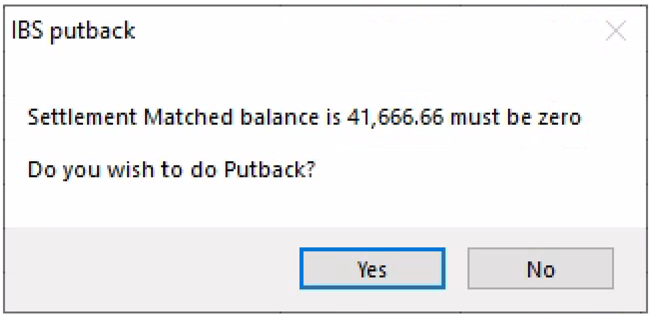


Press **Update**. If the allocation balances to zero, the screen will reset.

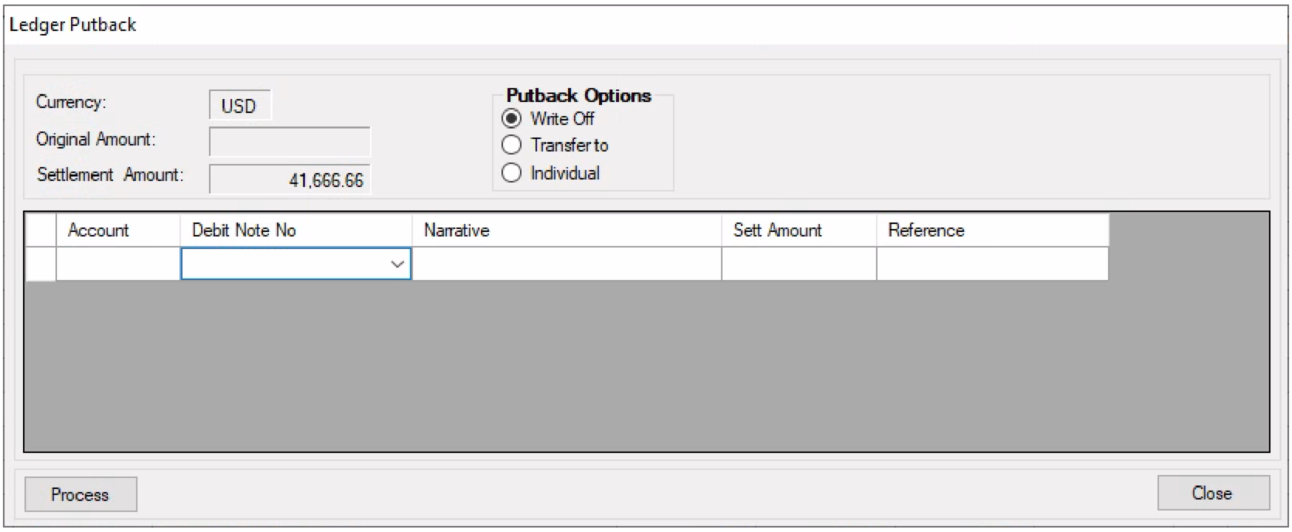
GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

2.1.3.1 Putback

If the Match Balance does not equal zero, the ibs putback message is displayed as below.



Pressing **No** will return to allocation screen. Pressing **Yes** will open the Ledger Putback screen as below.



The above screen will present three putback options; Write Off, Transfer to and Individual.

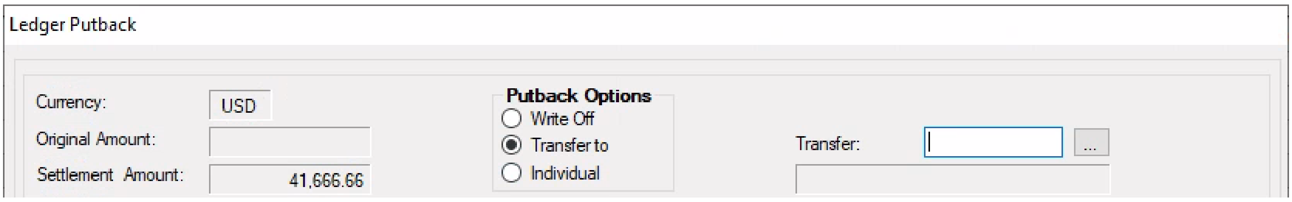
2.1.3.2 Write Off

Select the **Write Off** option. Depending on the system settings, it may be necessary to select a department code.

Press **Process**. The screen will clear and the allocation and write off will be processed.

2.1.3.3 Transfer

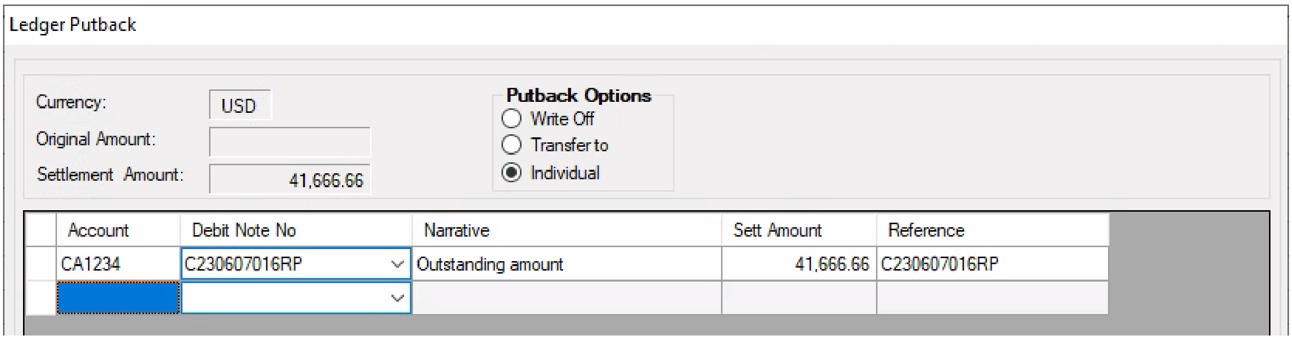
Select the **Transfer to** option. A box to enter the transfer account code will appear. You can use the search option to search for the account if required.



Press **Process**. The screen will clear and the allocation and transfer will be processed.

2.1.3.4 Individual

Select the **Individual** option. Enter the account(s) to which the Putback balance should be transferred.



Select one of the available references which are part of the allocation by clicking into the **Debit Note No** column. The selected value will automatically populate to the Reference column but can be overtyped if required.

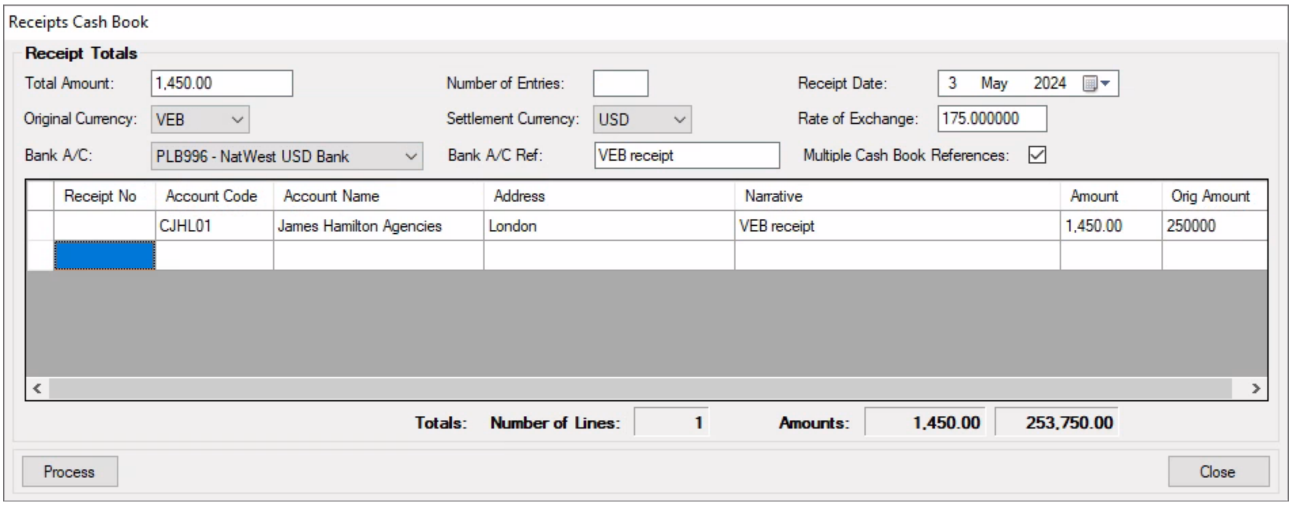
Enter a narrative, amount and department (if the Department option is configured).

Enter as many accounts as required. Press **Process**. The screen will clear and the allocation and the putback will be processed.

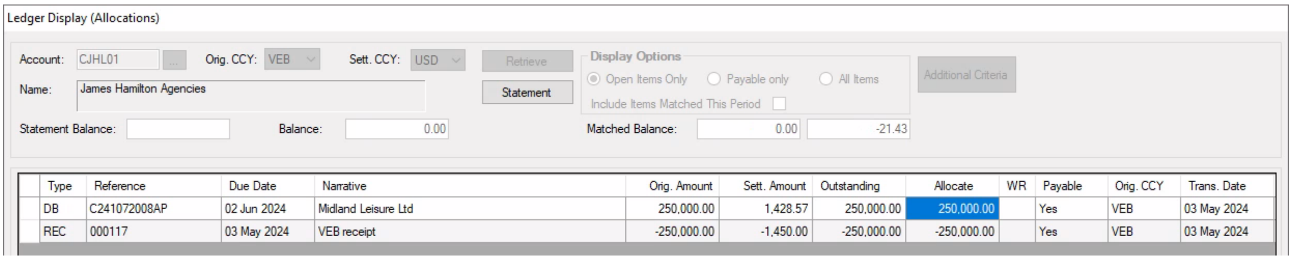
2.1.3.5 Revaluation

For transactions processed in a convertible currency for which the corresponding receipt is posted at a different rate of exchange, the system will allow the entry to be revalued.

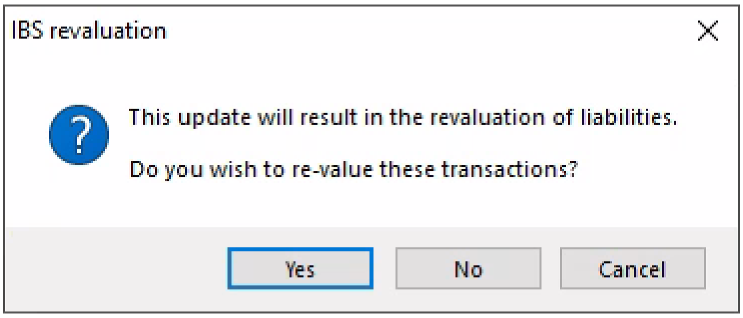
In the example above, the cash received is shown below.



To rerate the entry, select both entries for allocation. The Matched Balance field will display the difference in the settlement currency.



Press **Update**, the following prompt will appear.



Press **Yes** to continue.

The system processes a ‘cancel and replace’ to revalue the insurer value(s). Brokerage remains unaffected.

Ledger Entry Details

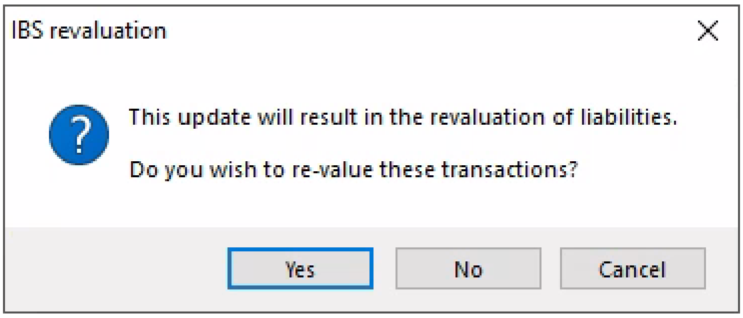
Transaction Reference: C241072008AP **same**

CCY	Account	Orig Amount	Sett CCY	Sett Amount	Match Date	Seq No	Allocation No
VEB	CJHL01 - James Hamilton Agencies	250,000.00	USD	1,428.57	03/05/2024	1	855
VEB	CJHL01 - James Hamilton Agencies	-250,000.00	USD	-1,428.57	03/05/2024	2	855
VEB	CJHL01 - James Hamilton Agencies	250,000.00	USD	1,450.00	03/05/2024	3	855
VEB	UJRP01 - JRP Insurance Manage...	-180,000.00	USD	-1,028.57	03/05/2024	1	856
VEB	UEMIRA - Emirates	-45,000.00	USD	-257.14	03/05/2024	1	857
VEB	PLB001 - Brokerage	-25,000.00	USD	-142.86	Open	1	
VEB	PLR020 - Exchange Gains and Lo...	0.00	USD	-21.43	Open	4	
VEB	UJRP01 - JRP Insurance Manage...	180,000.00	USD	1,028.57	03/05/2024	5	856
VEB	UJRP01 - JRP Insurance Manage...	-180,000.00	USD	-1,044.00	Open	6	
VEB	PLR020 - Exchange Gains and Lo...	0.00	USD	15.43	Open	7	
VEB	UEMIRA - Emirates	45,000.00	USD	257.14	03/05/2024	8	857
VEB	UEMIRA - Emirates	-45,000.00	USD	-261.00	Open	9	
VEB	PLR020 - Exchange Gains and Lo...	0.00	USD	3.86	Open	10	

2.1.3.6 Writing off a rate of exchange difference

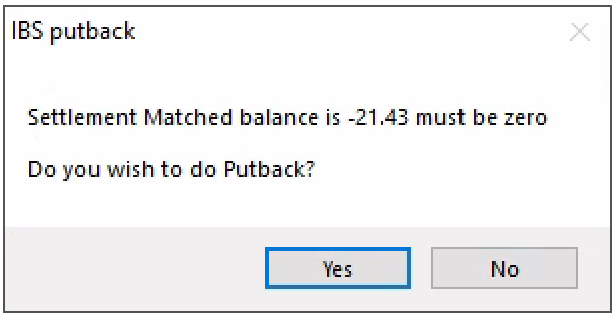
To write off an exchange difference to the rate of exchange account, proceed in the same way and attempt to allocate the cash against the original entry.

Select the **No** option when prompted to re-rate.

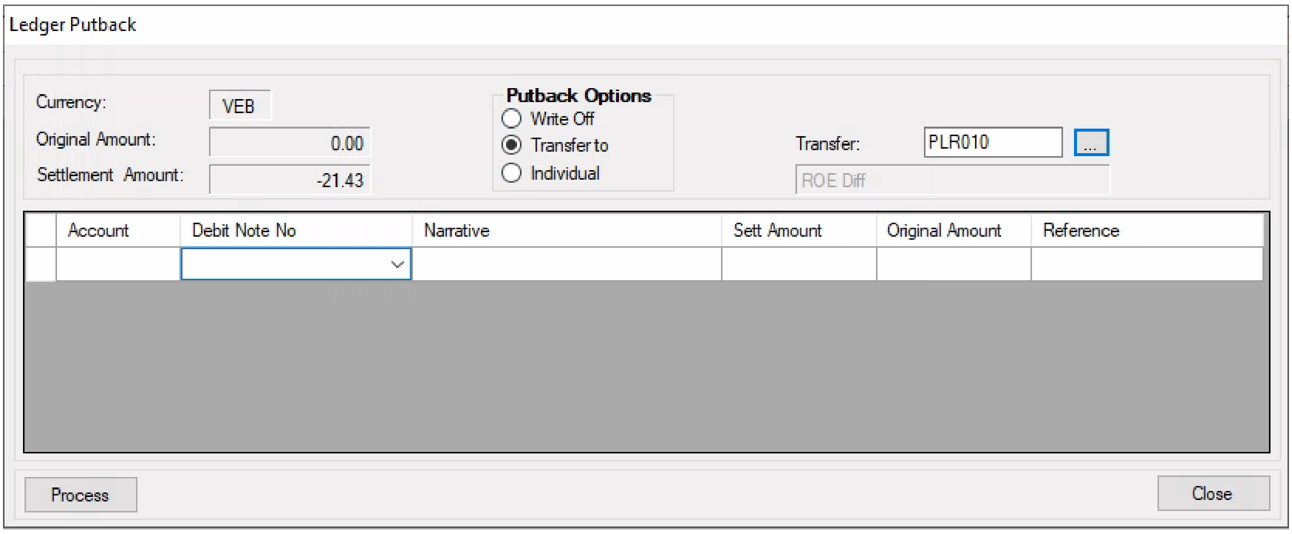


Select the **Yes** option when prompted to process a putback.

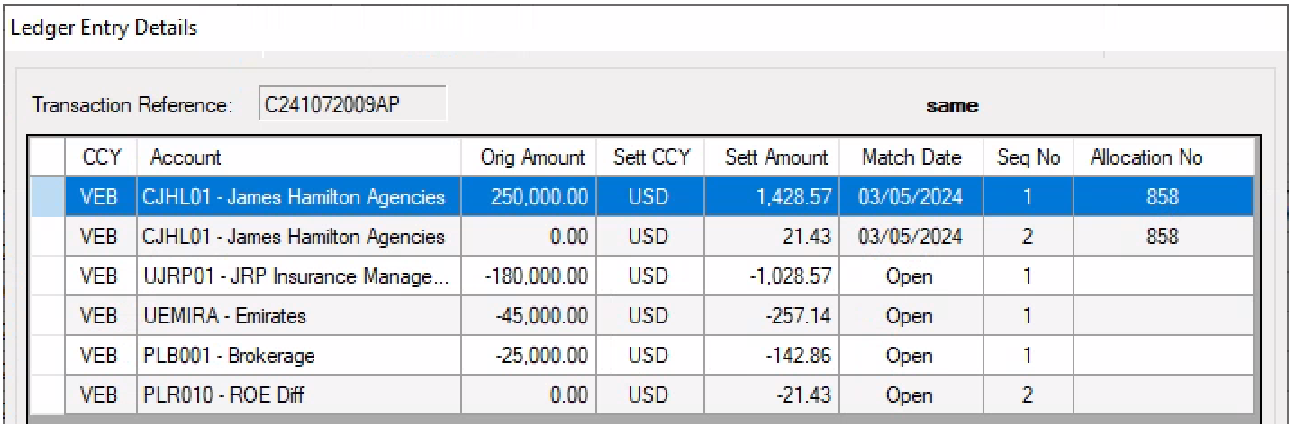
GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd’s of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156



Select the **Transfer to** option, enter the rate of exchange account for the currency and press **Process**.



The resulting entry will appear as below.

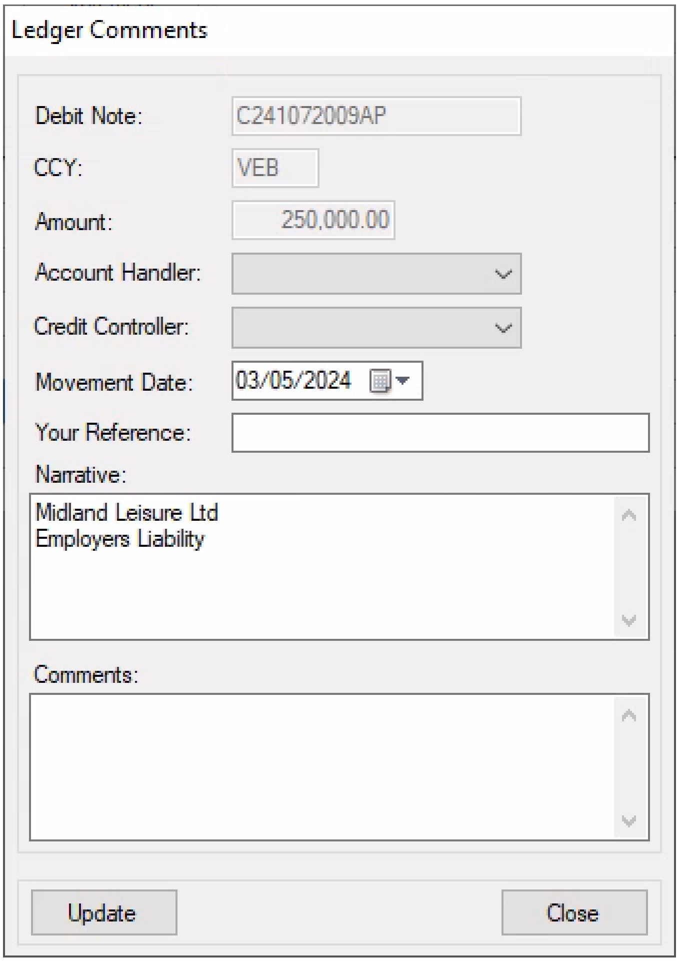

Ledger Entry Details

Transaction Reference: C241072009AP **same**

CCY	Account	Orig Amount	Sett CCY	Sett Amount	Match Date	Seq No	Allocation No
VEB	CJHL01 - James Hamilton Agencies	250,000.00	USD	1,428.57	03/05/2024	1	858
VEB	CJHL01 - James Hamilton Agencies	0.00	USD	21.43	03/05/2024	2	858
VEB	UJRP01 - JRP Insurance Manage...	-180,000.00	USD	-1,028.57	Open	1	
VEB	UEMIRA - Emirates	-45,000.00	USD	-257.14	Open	1	
VEB	PLB001 - Brokerage	-25,000.00	USD	-142.86	Open	1	
VEB	PLR010 - ROE Diff	0.00	USD	-21.43	Open	2	

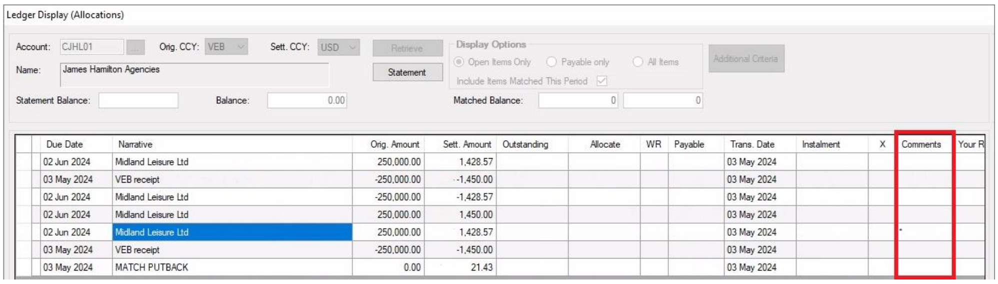
2.1.4 Comments

Comments can be added to individual entries by clicking on the item and then pressing the **Comments** button. The following window will be displayed.



The Narrative box will show the Ledger Narrative details entered when the debit note was processed. This will appear on the statement for the account.

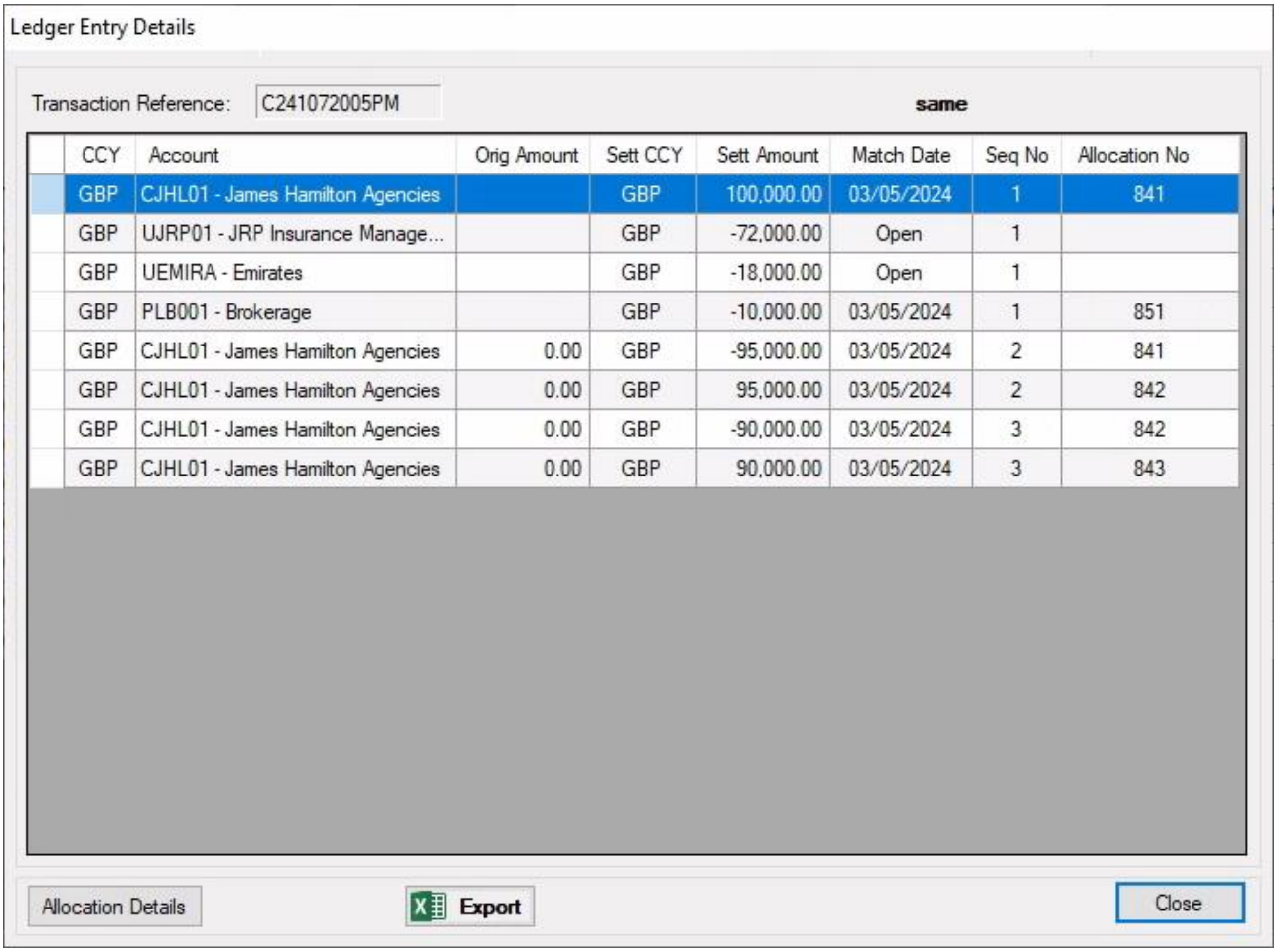
Comments will not appear on a statement and are for internal use only. Entries which have comments will be flagged with a * on the Allocations screen.



GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

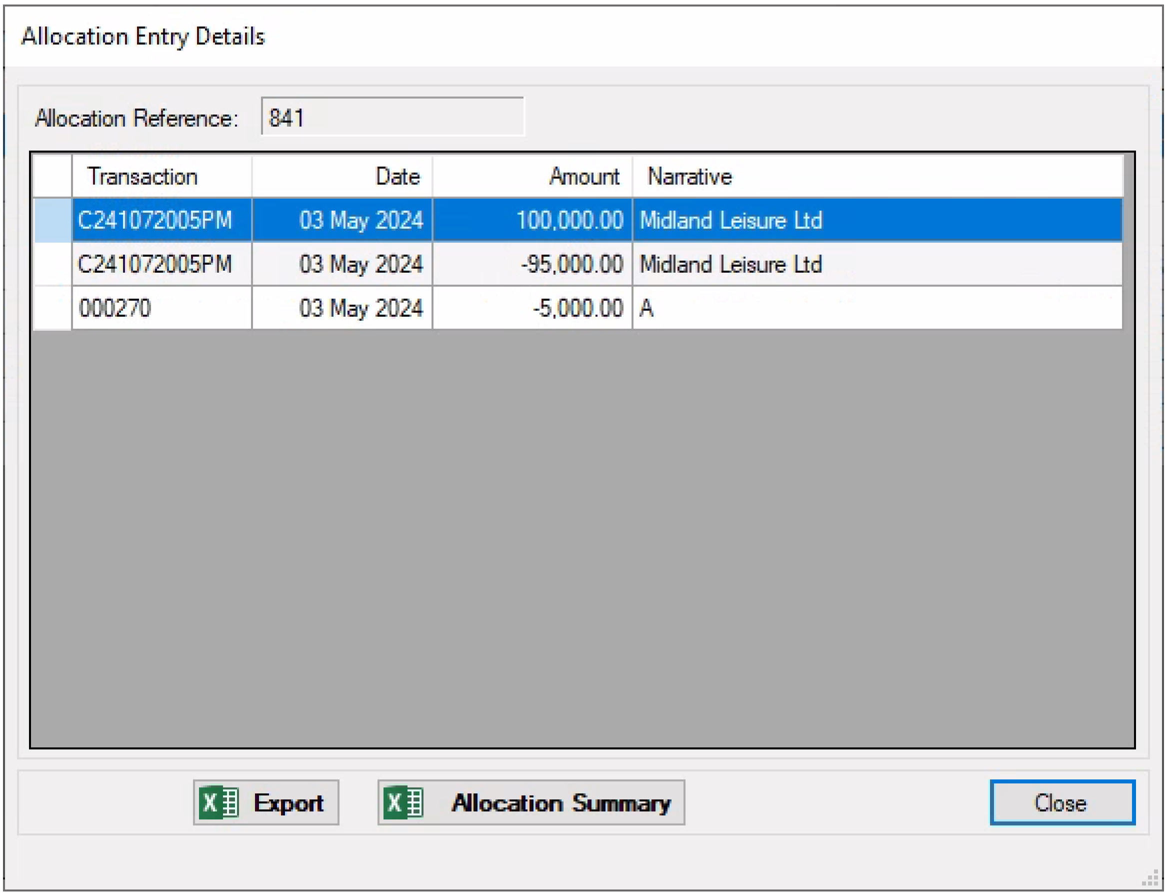
2.1.5 Transaction Details

To view the transaction breakdown, click on the item and select **Trans Details**. The user that processed the transaction is displayed and allocated postings are indicated by a date in the Match Date column.



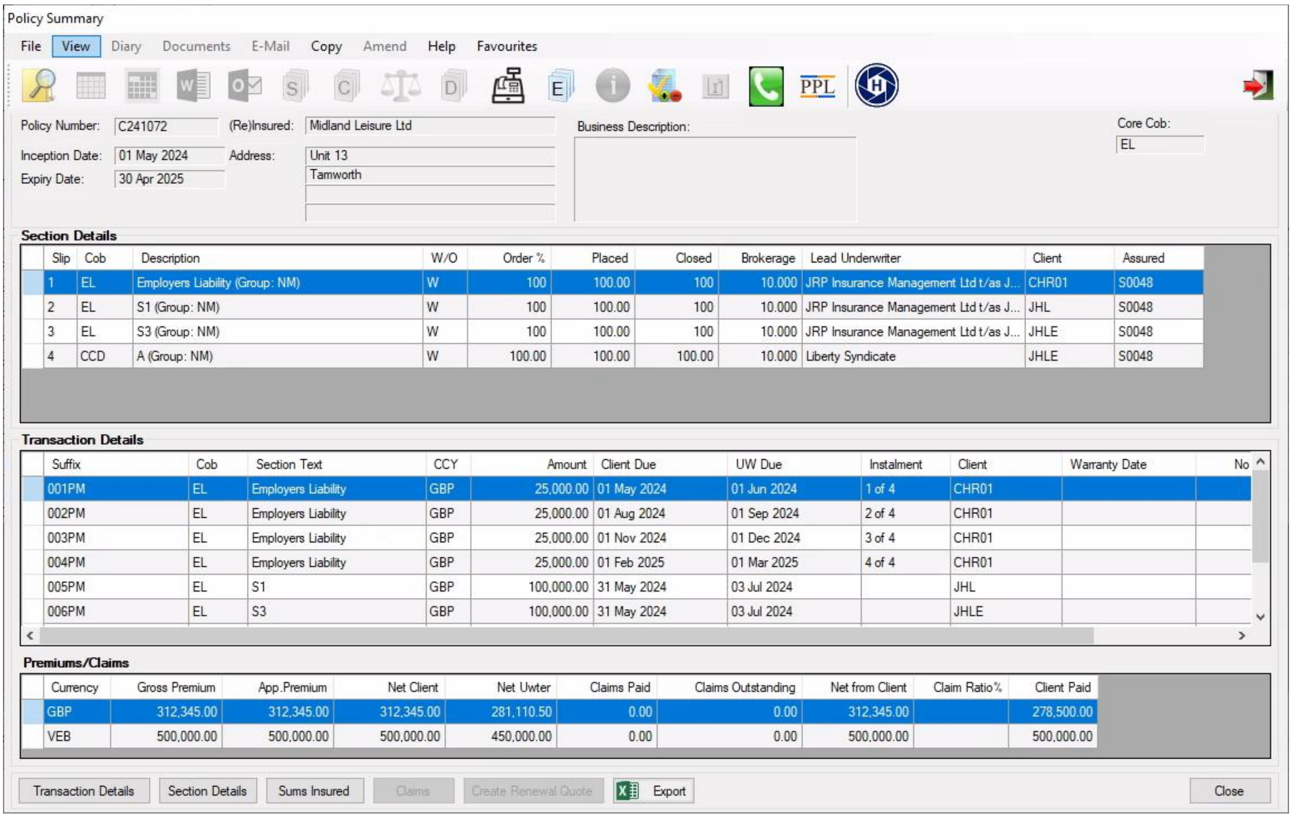
CCY	Account	Orig Amount	Sett CCY	Sett Amount	Match Date	Seq No	Allocation No
GBP	CJHL01 - James Hamilton Agencies		GBP	100,000.00	03/05/2024	1	841
GBP	UJRP01 - JRP Insurance Manage...		GBP	-72,000.00	Open	1	
GBP	UEMIRA - Emirates		GBP	-18,000.00	Open	1	
GBP	PLB001 - Brokerage		GBP	-10,000.00	03/05/2024	1	851
GBP	CJHL01 - James Hamilton Agencies	0.00	GBP	-95,000.00	03/05/2024	2	841
GBP	CJHL01 - James Hamilton Agencies	0.00	GBP	95,000.00	03/05/2024	2	842
GBP	CJHL01 - James Hamilton Agencies	0.00	GBP	-90,000.00	03/05/2024	3	842
GBP	CJHL01 - James Hamilton Agencies	0.00	GBP	90,000.00	03/05/2024	3	843

For a matched entry, view the allocation details by pressing **Allocation Details**. The details will appear as below.


Allocation Entry Details
Allocation Reference: 841
Transaction | Date | Amount | Narrative
C241072005PM | 03 May 2024 | 100,000.00 | Midland Leisure Ltd
C241072005PM | 03 May 2024 | -95,000.00 | Midland Leisure Ltd
000270 | 03 May 2024 | -5,000.00 | A
Export
Allocation Summary
Close

2.1.6 Policy

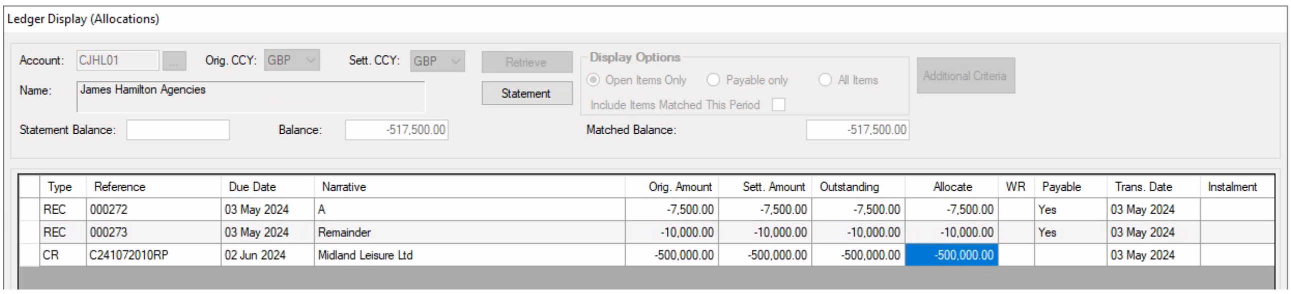
To view the risk details, click on an entry and press **Policy**. This will display the firm order screen in enquiry mode.



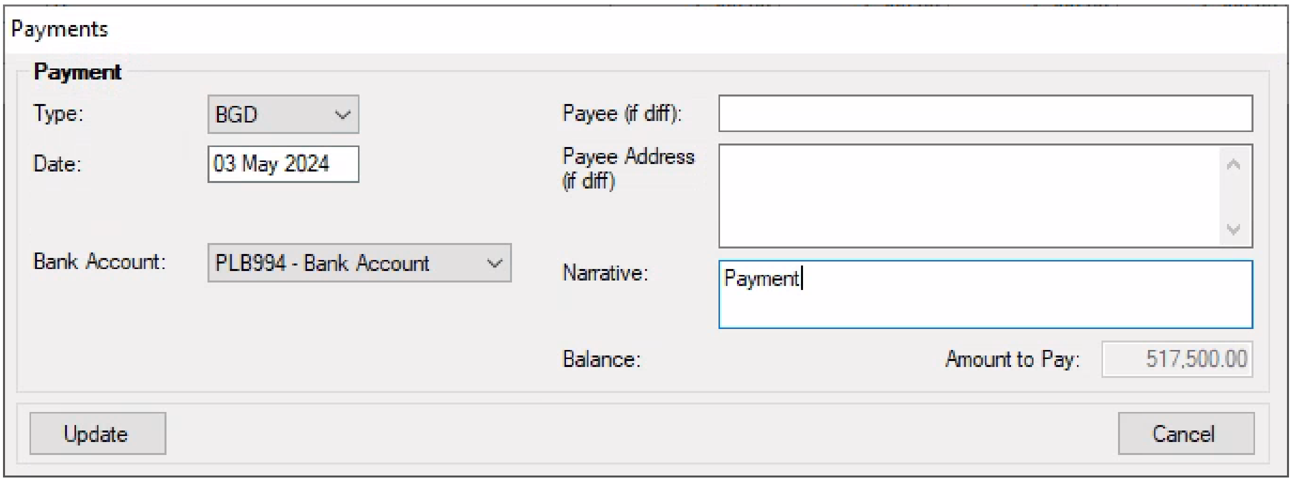
This screen shows firm order details for all sections, including the transactions processed.

2.1.7 Create Payment

To create a payment from this screen, select the entry/entries which are to be paid by double-clicking.



Then select **Create Payment**, the following screen will be displayed.

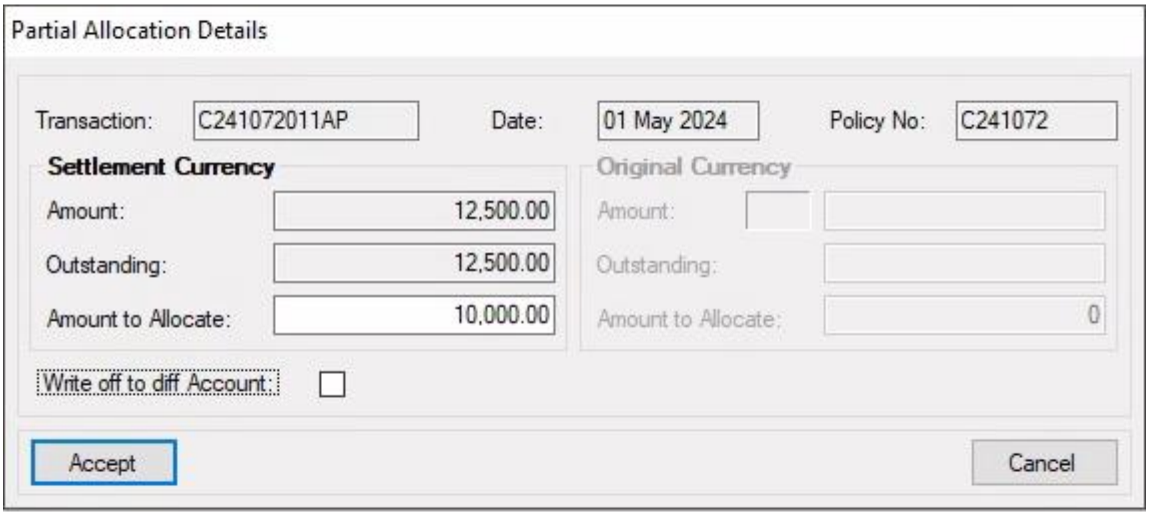


Select the payment type, payment date and cheque number if applicable. Then select the bank account and department (if applicable) and enter a ledger narrative for the payment. If the payee name and address are different, these can be added also.

Press **Update** to process. The payment will be created and automatically allocated against the selected entries.

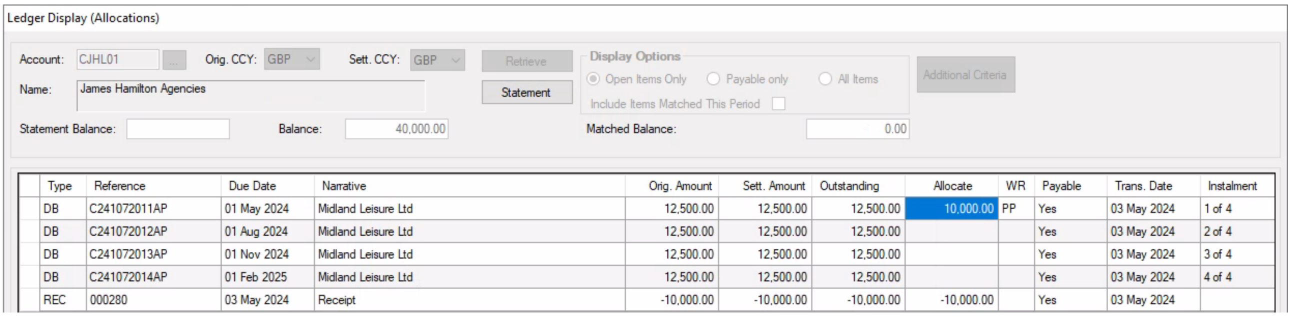
2.1.8 Part Payments

To process a part payment on an entry, select the item to be paid and press the **Part Pay** button.



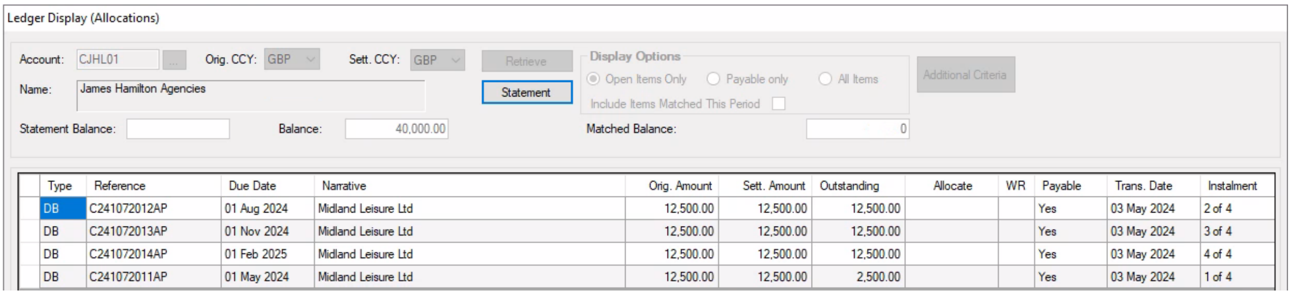
Enter the amount to be paid in the Amount to Allocate box. To write of the difference to another account tick the **Write off to diff Account** box and type or search for the account code.

Press **Accept** to process. On the Allocations screen select the entry to be allocated against and press **Update**.



Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment
DB	C241072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00	10,000.00	PP	Yes	03 May 2024	1 of 4
DB	C241072012AP	01 Aug 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	2 of 4
DB	C241072013AP	01 Nov 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	3 of 4
DB	C241072014AP	01 Feb 2025	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	4 of 4
REC	000280	03 May 2024	Receipt	-10,000.00	-10,000.00	-10,000.00	-10,000.00		Yes	03 May 2024	

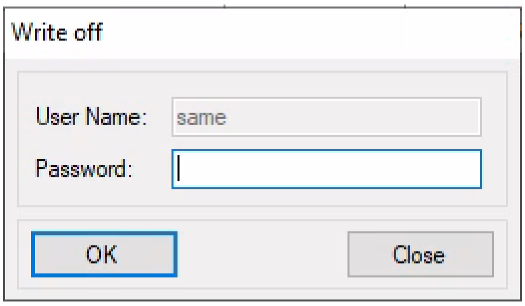
The transaction will show the outstanding balance, as below.



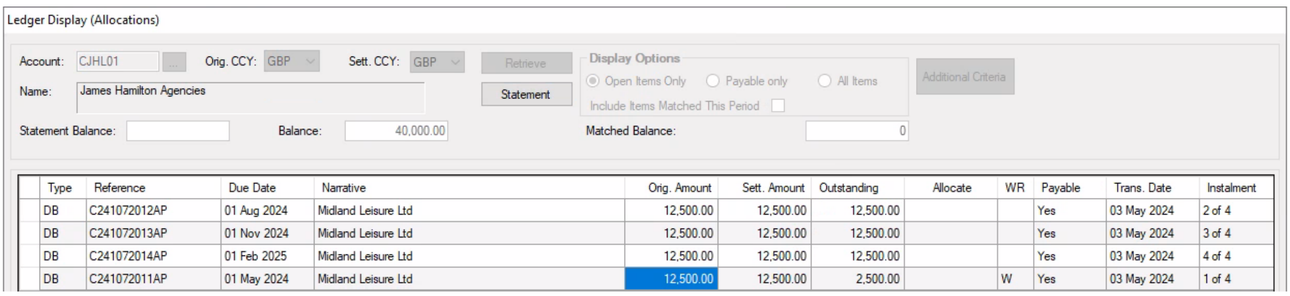
Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment
DB	C241072012AP	01 Aug 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	2 of 4
DB	C241072013AP	01 Nov 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	3 of 4
DB	C241072014AP	01 Feb 2025	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	4 of 4
DB	C241072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	2,500.00			Yes	03 May 2024	1 of 4

2.1.9 Write Off

To process a write off, select the entry and press the **W/Off** button. Each user can be set a write-off or funding limit, if this amount exceeds the user's limit ibs will request the funding password in order to continue.



The entry will then be flagged with a 'W' as below. To process the write-off, press **Update**.

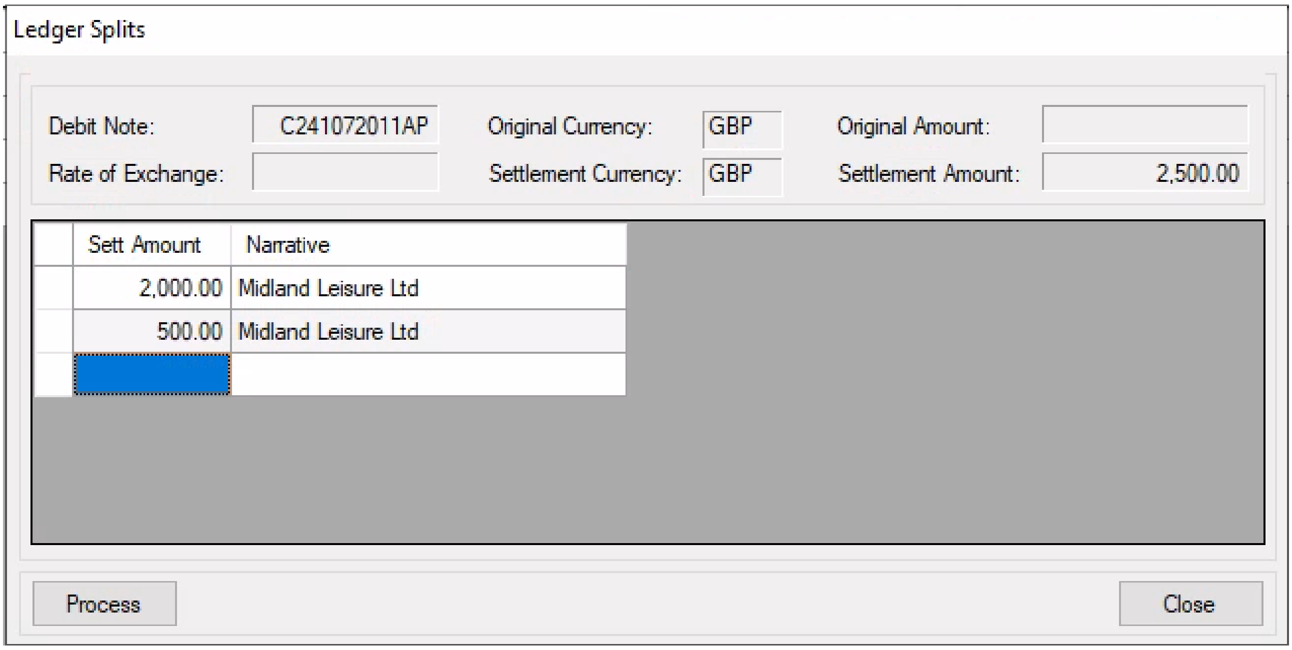


Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment
DB	C241072012AP	01 Aug 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	2 of 4
DB	C241072013AP	01 Nov 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	3 of 4
DB	C241072014AP	01 Feb 2025	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	4 of 4
DB	C241072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	2,500.00		W	Yes	03 May 2024	1 of 4

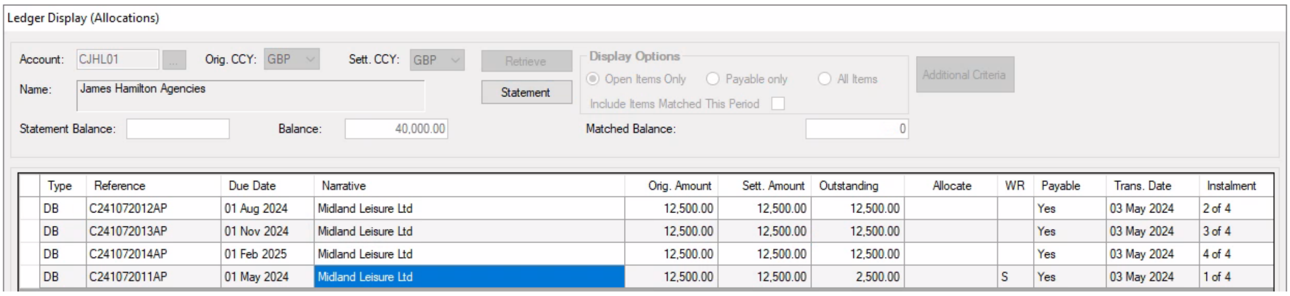
GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

2.1.10 Split

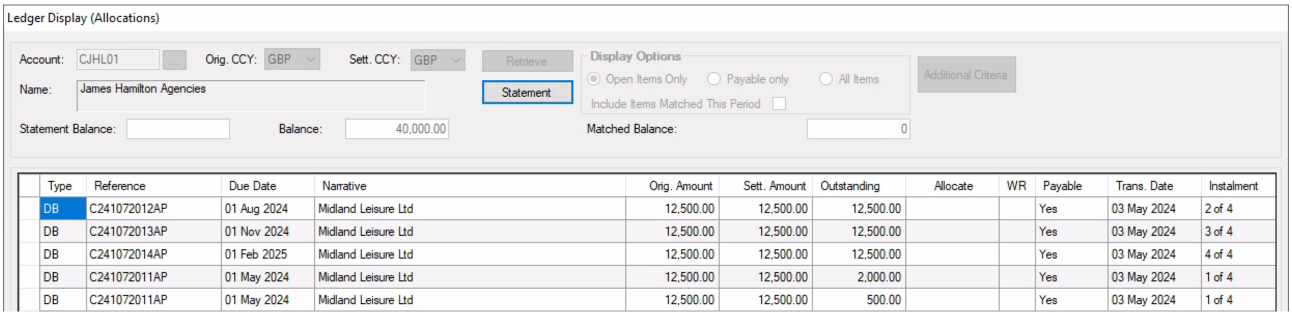
Click on the item to be split and then press the **Split** button. The following screen will be displayed.



Enter the amount the entry will be split into, ensuring they total the original amount. Press **Process**. On the Allocations screen the entry will appear flagged with 'S'. Press **Update** to process the split.



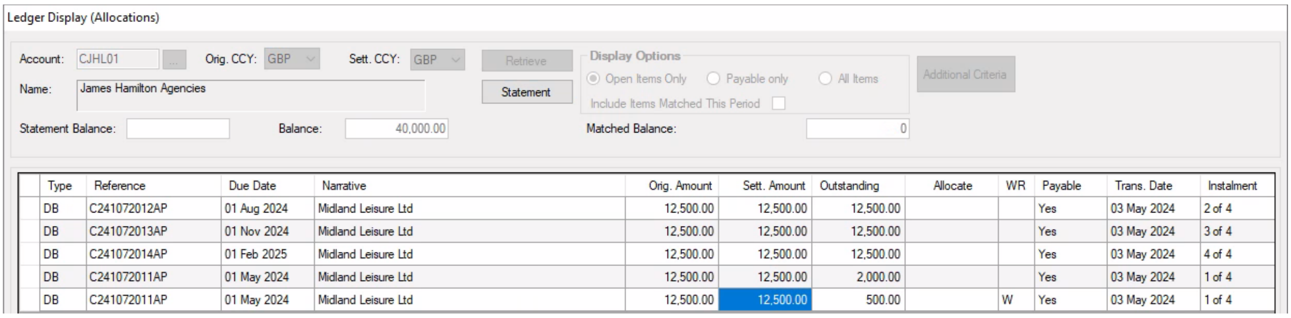
Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment
DB	C241072012AP	01 Aug 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	2 of 4
DB	C241072013AP	01 Nov 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	3 of 4
DB	C241072014AP	01 Feb 2025	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	4 of 4
DB	C241072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	2,500.00		S	Yes	03 May 2024	1 of 4



Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment
DB	C241072012AP	01 Aug 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	2 of 4
DB	C241072013AP	01 Nov 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	3 of 4
DB	C241072014AP	01 Feb 2025	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	4 of 4
DB	C241072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	2,000.00			Yes	03 May 2024	1 of 4
DB	C241072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	500.00			Yes	03 May 2024	1 of 4

2.1.11 Rate of Exchange Difference

To write off an entry to a rate of exchange difference, select the entry on the ledger and press the **Roe Diff** button. If the amount exceeds the user's write off limit ibs will prompt for entry of the funding password.



The entry will be marked with an 'R'. Press **Update** to process the write off.

2.1.12 Download to Excel

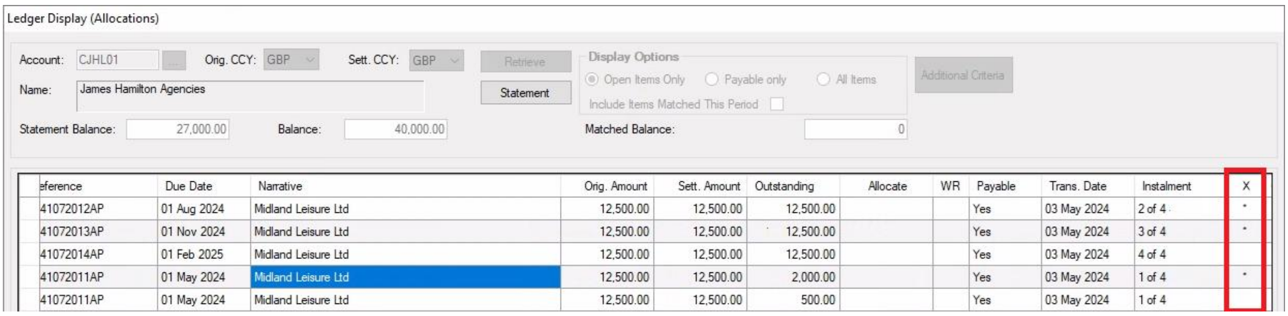
The transactions displayed on the Allocations screen can be downloaded to Excel by pressing the **Excel** button.

2.1.13 Account Statement

In order to produce an Account Statement from the Allocations screen, select the entries to include on the statement. This can be done in several ways:

- Right-click in the grid and select the **Select all items for statement** option.
- Right-click on a particular entry and select the **Select item for statement** option.
- Click on an individual entry and press the space bar.

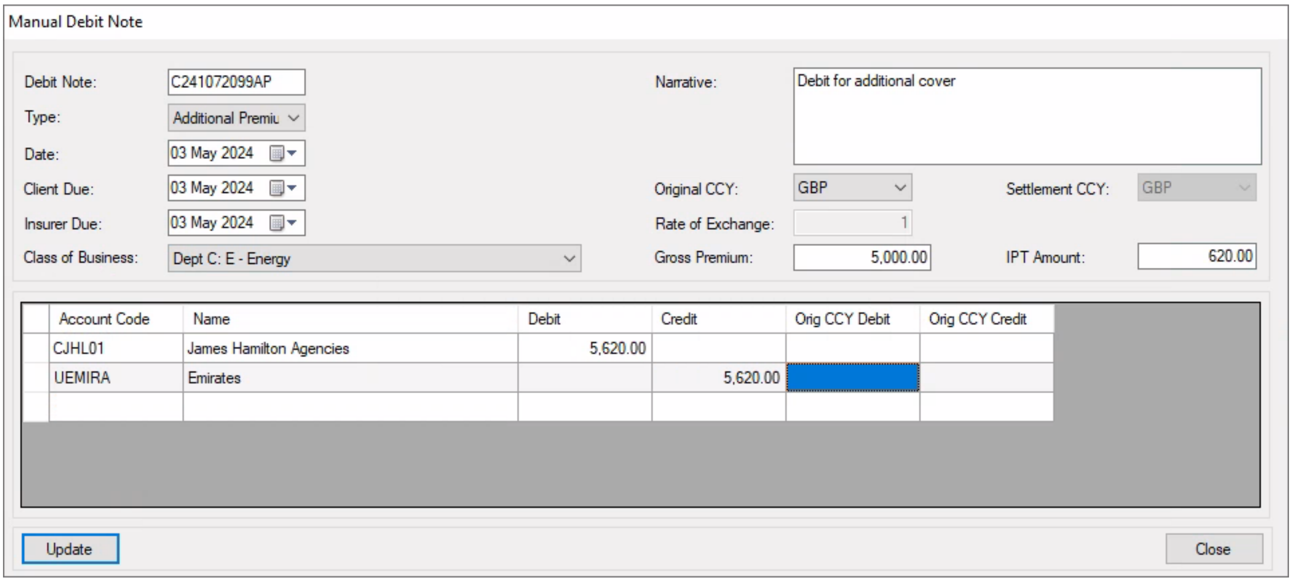
Items selected will be indicated with a * in the grid.



The items can be deselected in the same way. When selection is complete, press the **Statement** button to create the statement.

2.2 Manual Debit / Credit Note

To create a Manual Debit Note or Credit note, select the appropriate option from the Transactions menu. The following screen will then be displayed.



Enter the debit note number and transaction type. Then enter the remaining details at the top of the screen as applicable.

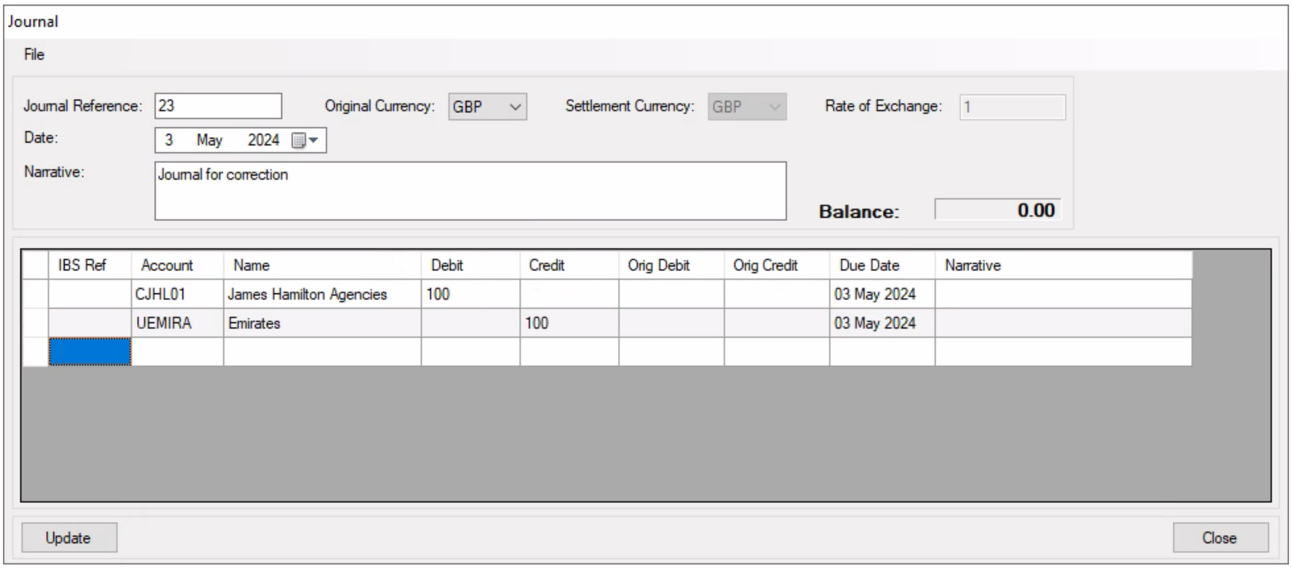
The details of the accounting entries need to be entered into the grid. If the account code it not known, double-click in the Account Code box to invoke the Account Search. Enter the debit and credit figures for each account, including the original currency figures for convertible currencies. Validation will ensure that the transaction balances.

Click on the **Update** button to process.

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

2.3 Journal

To create a journal, select the Journal option from the Transactions menu or click on the Journal icon on the toolbar. The following screen is displayed.



The Journal Reference is an automatic number. Enter the Ledger Narrative.

Select the Original Currency from the drop down menu. If the currency is a convertible currency it will also be necessary to select a settlement currency.

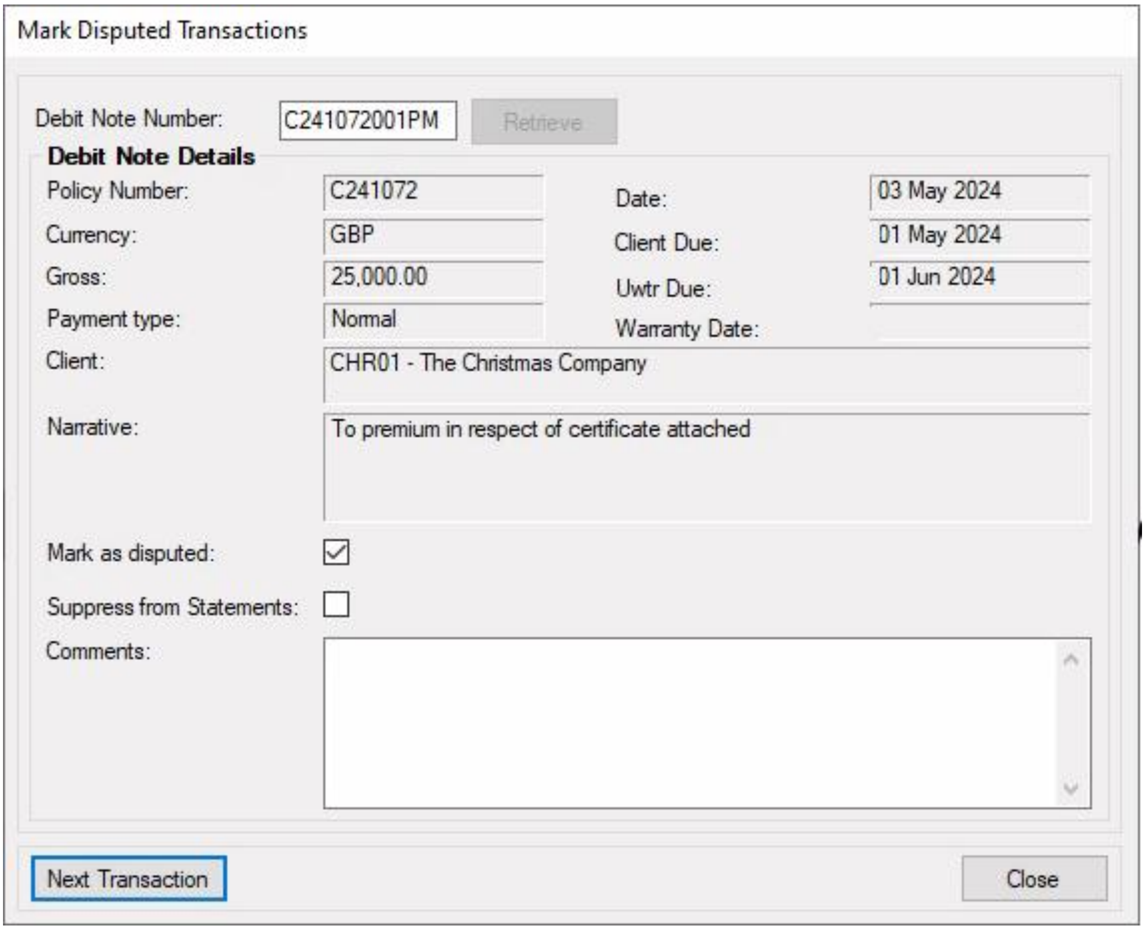
The ibs Reference may be left blank. Doing so will default this to the Journal Reference. Alternatively a value may be entered. Enter the Account Code, or search for this. Then enter the debit and credit amounts for each account.

Press the **Update** button to process the journal.

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

2.4 Mark Disputed Transactions

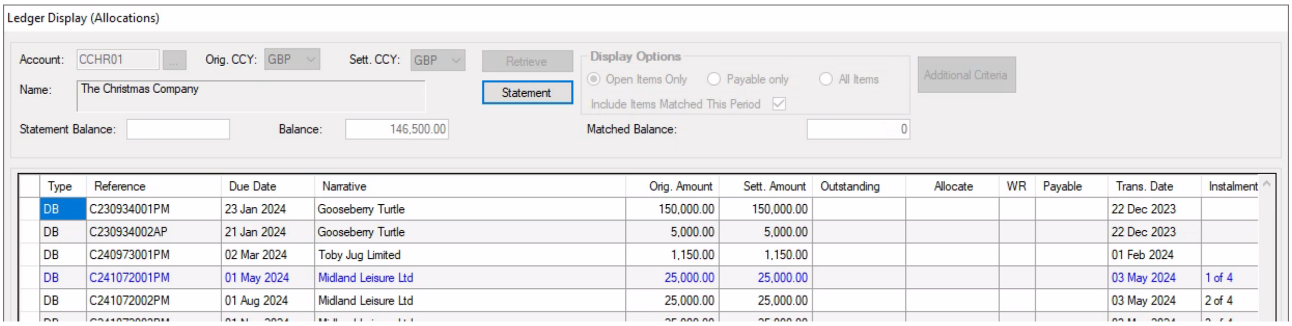
To mark an entry as disputed, select **Mark Disputed Transactions** from the Transactions menu. The following screen will then be displayed.



Type in the Debit Note Number and press the **Retrieve** button. The Debit Note details will be displayed.

Tick the **Mark as disputed** box. Tick the **Suppress from Statements** box to suppress this entry from Statements. Add comments.

Press **Close** to complete the process or Next **Transaction** to repeat for another transaction.

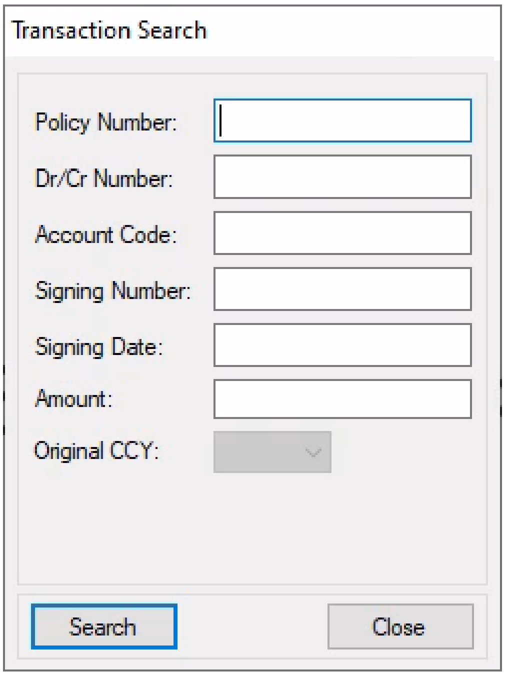


Disputed Transaction will appear in the Ledger in a blue font. Entries suppressed from Statements appear with red font.

To unmark/unsuppress a transaction, to go back to the transaction as detailed above and untick the appropriate box.

2.5 Transaction Enquiry

Transaction Enquiry allows viewing the details of individual transactions. Select Transaction Enquiry from the Transactions menu.



Enter the search criteria known and then click on the **Search** button. A list of transactions will then be displayed as follows.

Transactions

Transactions

Trans. No.	Type	Amount	Inst	Client	Client Due	Uwtr Due	Date Produced	Narrative	Sanction Date	Sanction User
C241072001PM	PM	GBP 25,000.00	1 of 4	CHR01	01 May 2024	01 Jun 2024	03 May 2024	To premium in respect of certificate attached		
C241072002PM	PM	GBP 25,000.00	2 of 4	CHR01	01 Aug 2024	01 Sep 2024	03 May 2024	To premium in respect of certificate attached		
C241072003PM	PM	GBP 25,000.00	3 of 4	CHR01	01 Nov 2024	01 Dec 2024	03 May 2024	To premium in respect of certificate attached		
C241072004PM	PM	GBP 25,000.00	4 of 4	CHR01	01 Feb 2025	01 Mar 2025	03 May 2024	To premium in respect of certificate attached		
C241072005PM	PM	GBP 100,000.00		JHL	31 May 2024	03 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072006PM	PM	GBP 100,000.00		JHLE	31 May 2024	03 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072007AP	AP	GBP 12,345.00		JHLE	02 Jun 2024	05 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072008AP	AP	VEB 250,000.00		JHL	02 Jun 2024	05 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072009AP	AP	VEB 250,000.00		JHL	02 Jun 2024	05 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072010RP	RP	GBP 500,000.00		JHL	02 Jun 2024	03 May 2024	03 May 2024		03 MAY 2024	same
C241072011AP	AP	GBP 12,500.00	1 of 4	JHL	01 May 2024	01 Jun 2024	03 May 2024	To premium in respect of certificate attached		
C241072012AP	AP	GBP 12,500.00	2 of 4	JHL	01 Aug 2024	01 Sep 2024	03 May 2024	To premium in respect of certificate attached		
C241072013AP	AP	GBP 12,500.00	3 of 4	JHL	01 Nov 2024	01 Dec 2024	03 May 2024	To premium in respect of certificate attached		
C241072014AP	AP	GBP 12,500.00	4 of 4	JHL	01 Feb 2025	01 Mar 2025	03 May 2024	To premium in respect of certificate attached		

Uwtr Due Dates | Transaction Details | Comments | Signing Numbers | C and R | Cancel | Select | Export | Close

2.5.1 Transaction Details

Select the appropriate line and click on the **Transaction Details** button. The following screen is displayed.

Ledger Entry Details

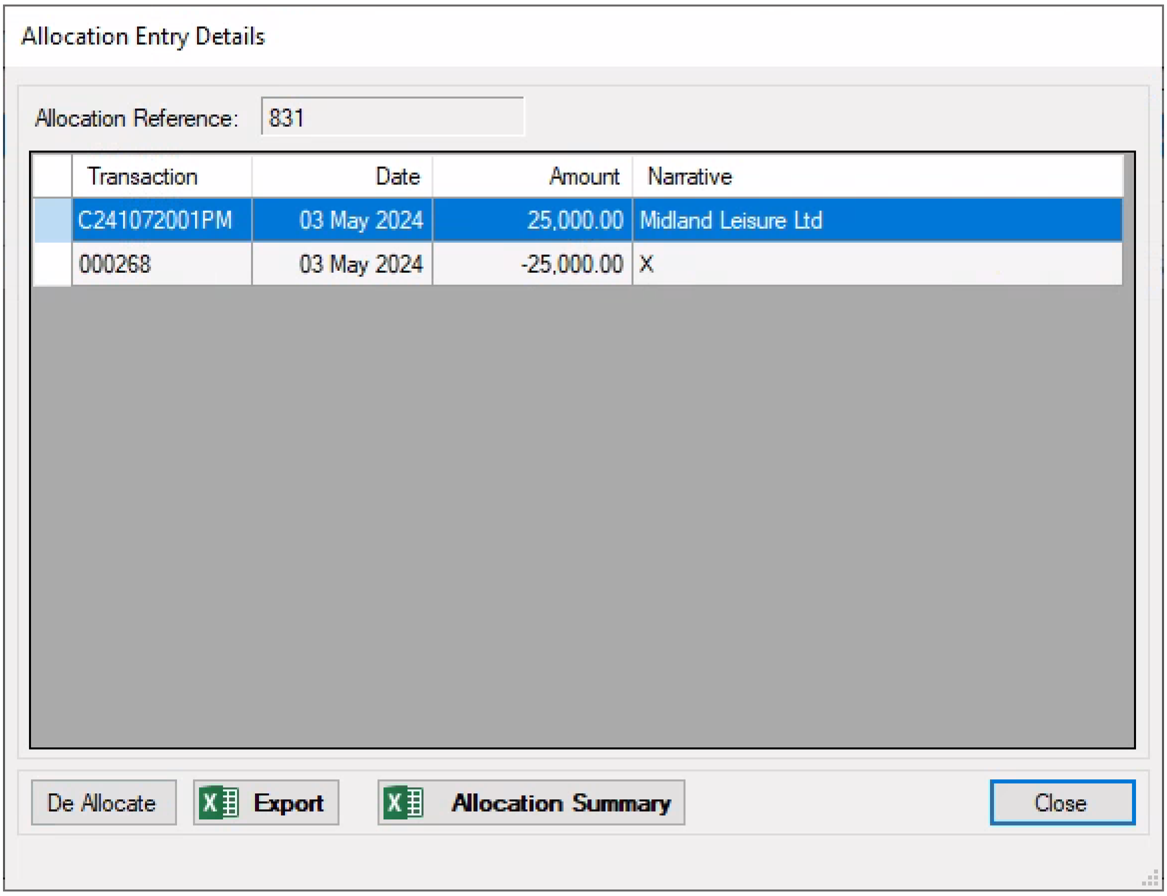
Transaction Reference: C241072001PM **same**

CCY	Account	Orig Amount	Sett CCY	Sett Amount	Match Date	Seq No	Allocation No
GBP	CCHR01 - The Christmas Company		GBP	25,000.00	03/05/2024	1	831
GBP	UJRP01 - JRP Insurance Manage...		GBP	-18,000.00	Open	1	
GBP	UEMIRA - Emirates		GBP	-4,500.00	Open	1	
GBP	PLB001 - Brokerage		GBP	-2,500.00	03/05/2024	1	851

Allocation Details | Export | Close

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

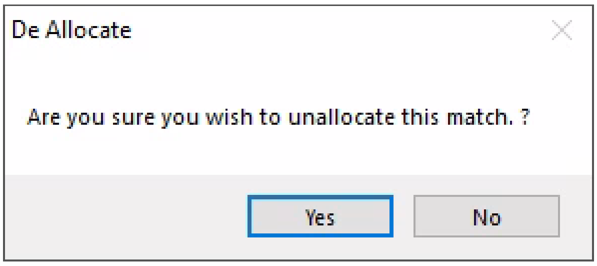
Press **Allocation Details** to view the allocation details. The following screen will then be displayed.

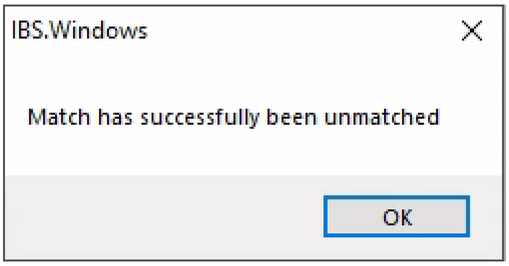


Click on the **Close** button.

2.5.1.1 De-allocation

If entries have been allocated in error, they can be unmatched from the above screen by pressing the **De-Allocate** button. To proceed, press **Yes** at the prompt.

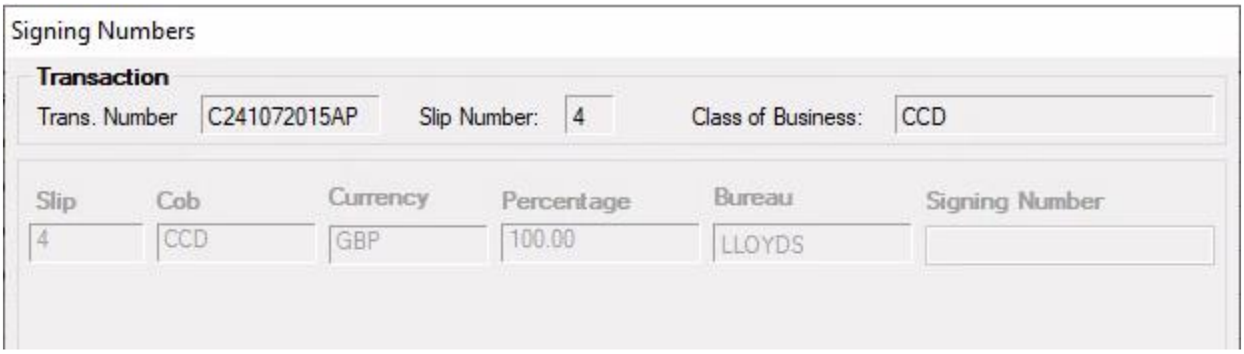




Allocations which have resulted in a re-rating or putback cannot be de-allocated.

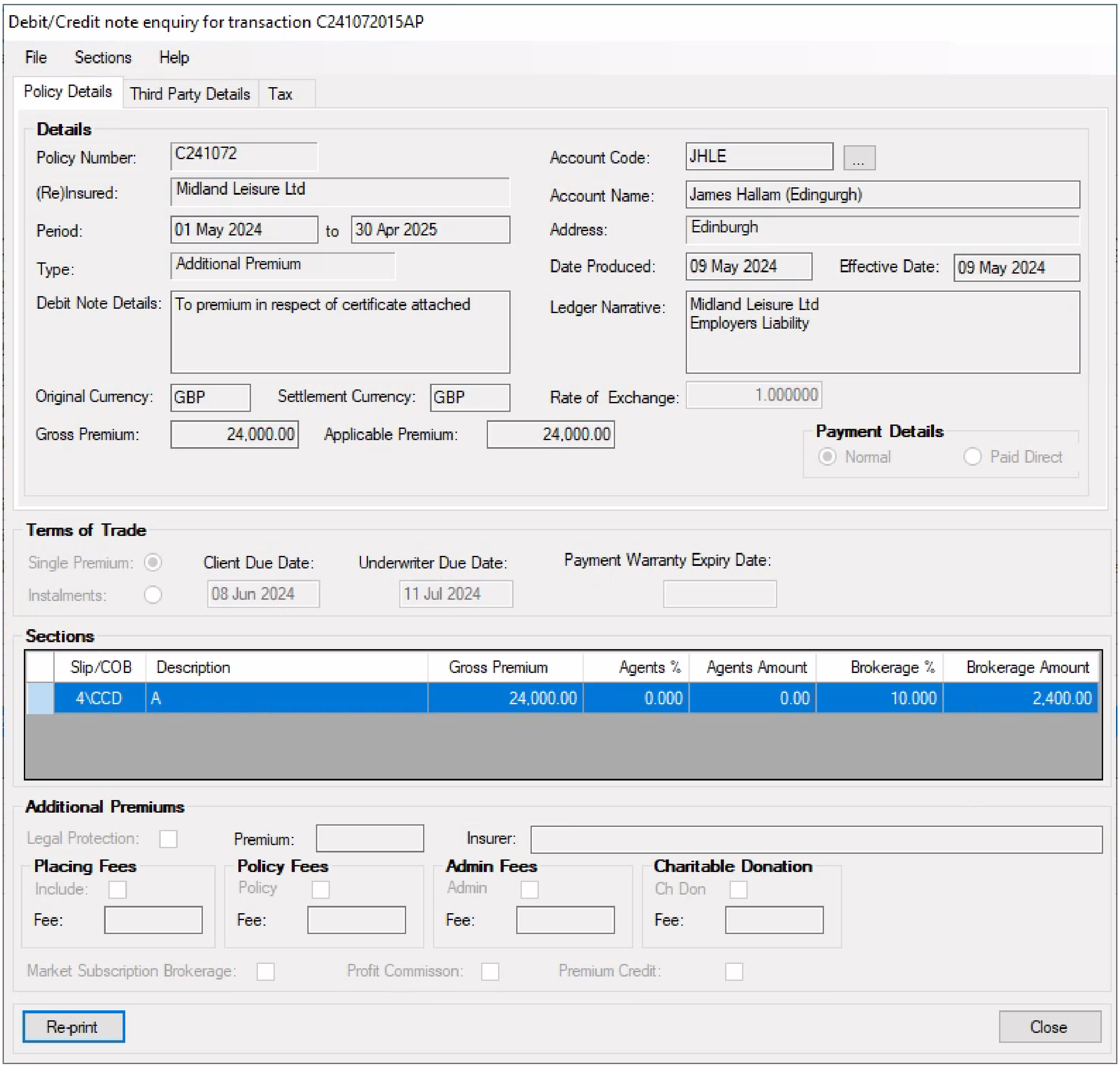
2.5.2 Signing Numbers

To view the Signing Numbers for a particular transaction, highlight the entry and click on the **Signing Numbers** button. This will then display the following screen.



2.5.3 Select transaction

To view the Debit / Credit screen, highlight the appropriate entry and click on the **Select** button. The following screen will then be displayed.



Debit/Credit note enquiry for transaction C241072015AP

File Sections Help

Policy Details | Third Party Details | Tax

Details

Policy Number: C241072
(Re)Insured: Midland Leisure Ltd
Period: 01 May 2024 to 30 Apr 2025
Type: Additional Premium
Debit Note Details: To premium in respect of certificate attached
Original Currency: GBP Settlement Currency: GBP
Gross Premium: 24,000.00 Applicable Premium: 24,000.00

Account Code: JHLE ...
Account Name: James Hallam (Edingurgh)
Address: Edinburgh
Date Produced: 09 May 2024 Effective Date: 09 May 2024
Ledger Narrative: Midland Leisure Ltd
Employers Liability
Rate of Exchange: 1.000000

Payment Details
Normal Paid Direct

Terms of Trade

Single Premium: Instalments:
Client Due Date: 08 Jun 2024
Underwriter Due Date: 11 Jul 2024
Payment Warranty Expiry Date:

Sections

Slip/COB	Description	Gross Premium	Agents %	Agents Amount	Brokerage %	Brokerage Amount
4\CCD	A	24,000.00	0.000	0.00	10.000	2,400.00

Additional Premiums

Legal Protection: Premium: Insurer:

Placing Fees Include: Fee:
Policy Fees Policy Fee:
Admin Fees Admin Fee:
Charitable Donation Ch Don Fee:

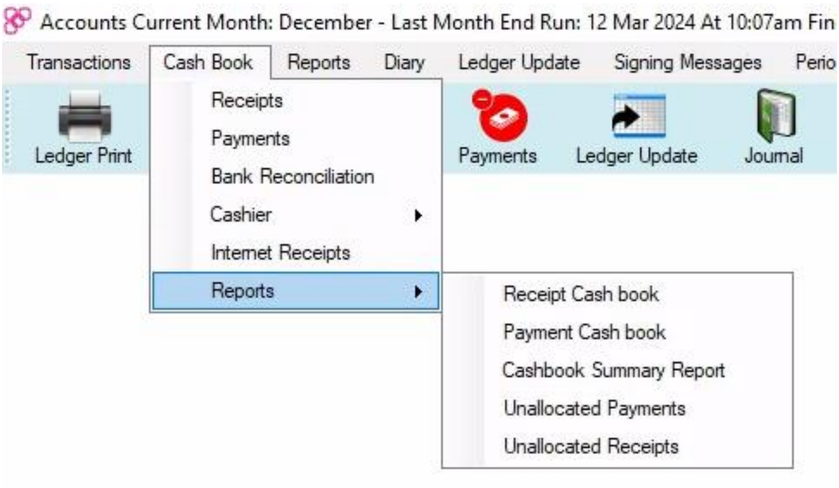
Market Subscription Brokerage: Profit Commisson: Premium Credit:

Re-print Close

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

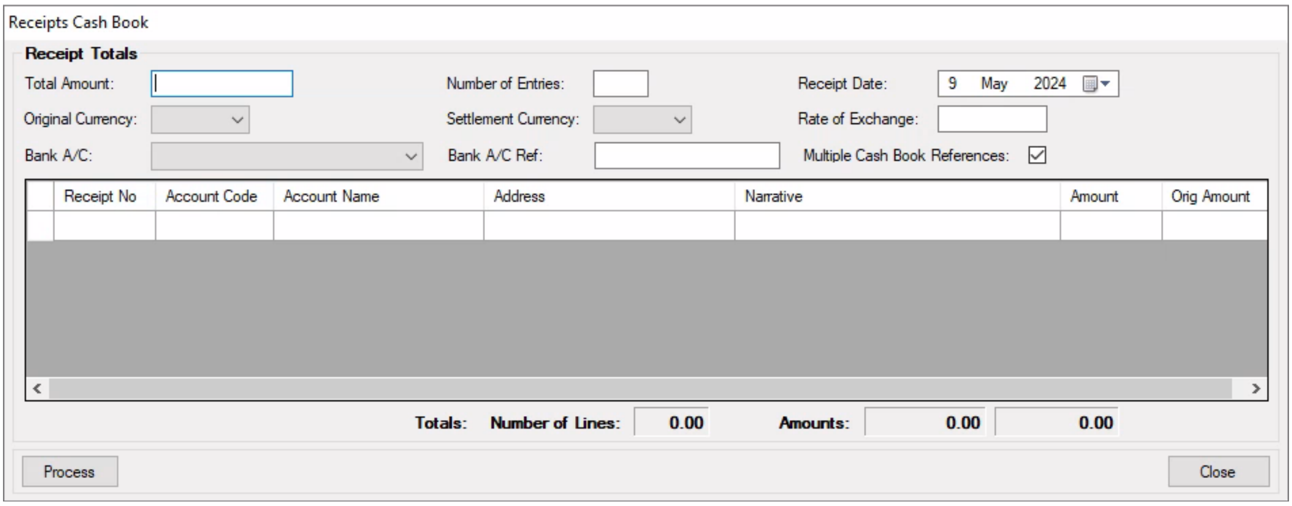
3. Cash Book

To enter the Cash Book screens, click on the Cash Book menu and then select the appropriate selection from the menu.



3.1 Receipts

To access the Receipts system, select Receipts from the Cash Book menu or select the Receipts icon on the toolbar. The following screen is displayed.

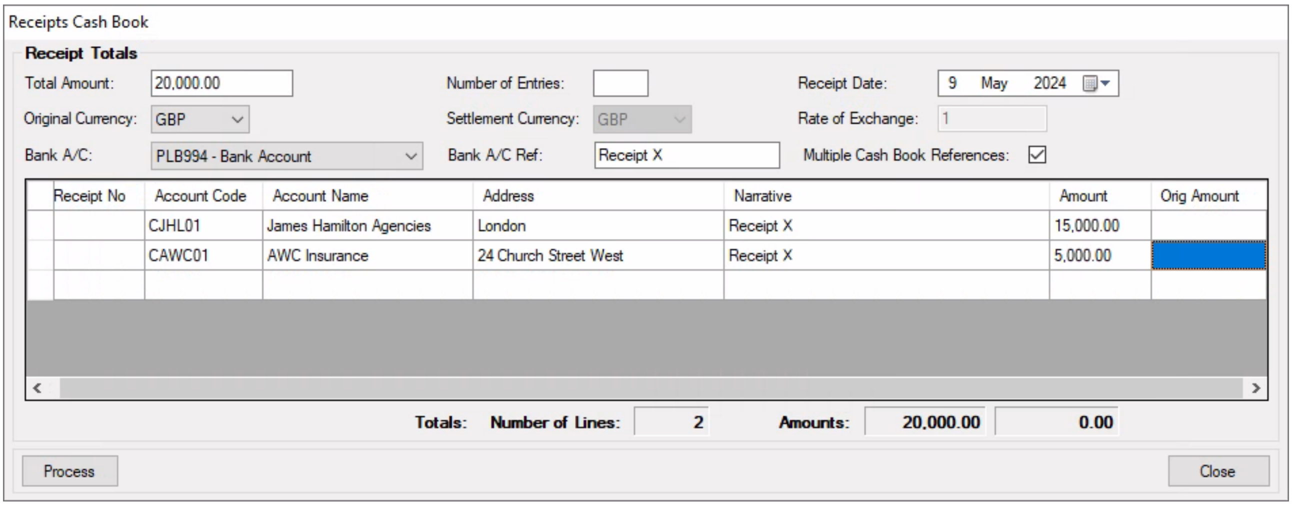


Enter the total amount of all the receipts. This isn't mandatory but if entered the system will use it to check the total.

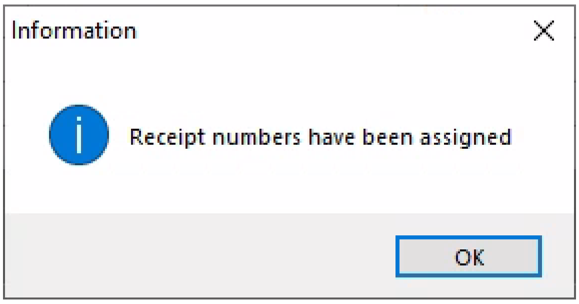
Enter the number of entries to be created. This isn't mandatory but if entered the system will use it to check the number of entries.

If there is only one bank account for the selected settlement currency this will display, if there are multiple then select the appropriate bank account from the drop-down menu.

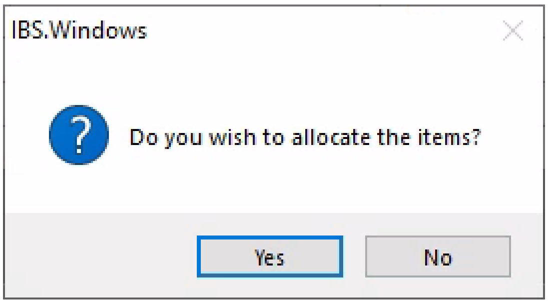
The option Multiple Cash Book References determines whether the same cash book reference is given to each item or whether they all have separate references. The indicator will default to being ticked or not by default.



Click on the **Process** button.



Clicking OK button will then give the following option.

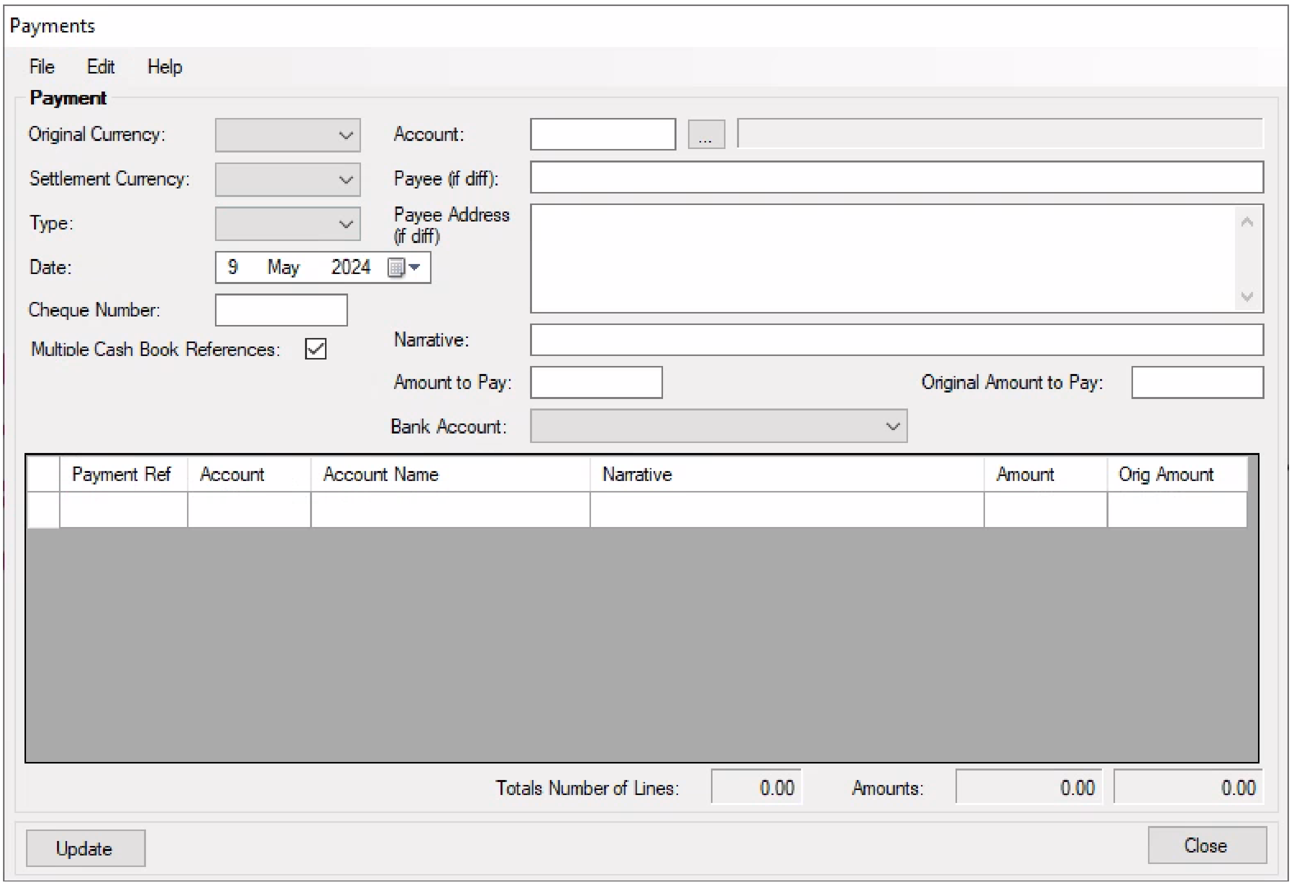


Clicking **No** will clear the Receipts Cash Book screen ready to enter another batch.

Clicking **Yes** will progress to the Allocations screen for each account on the list until all allocations have been performed.

3.2 Payments

Select Payments from the Cash Book menu or click on the Payments icon on the toolbar. The following screen is displayed:

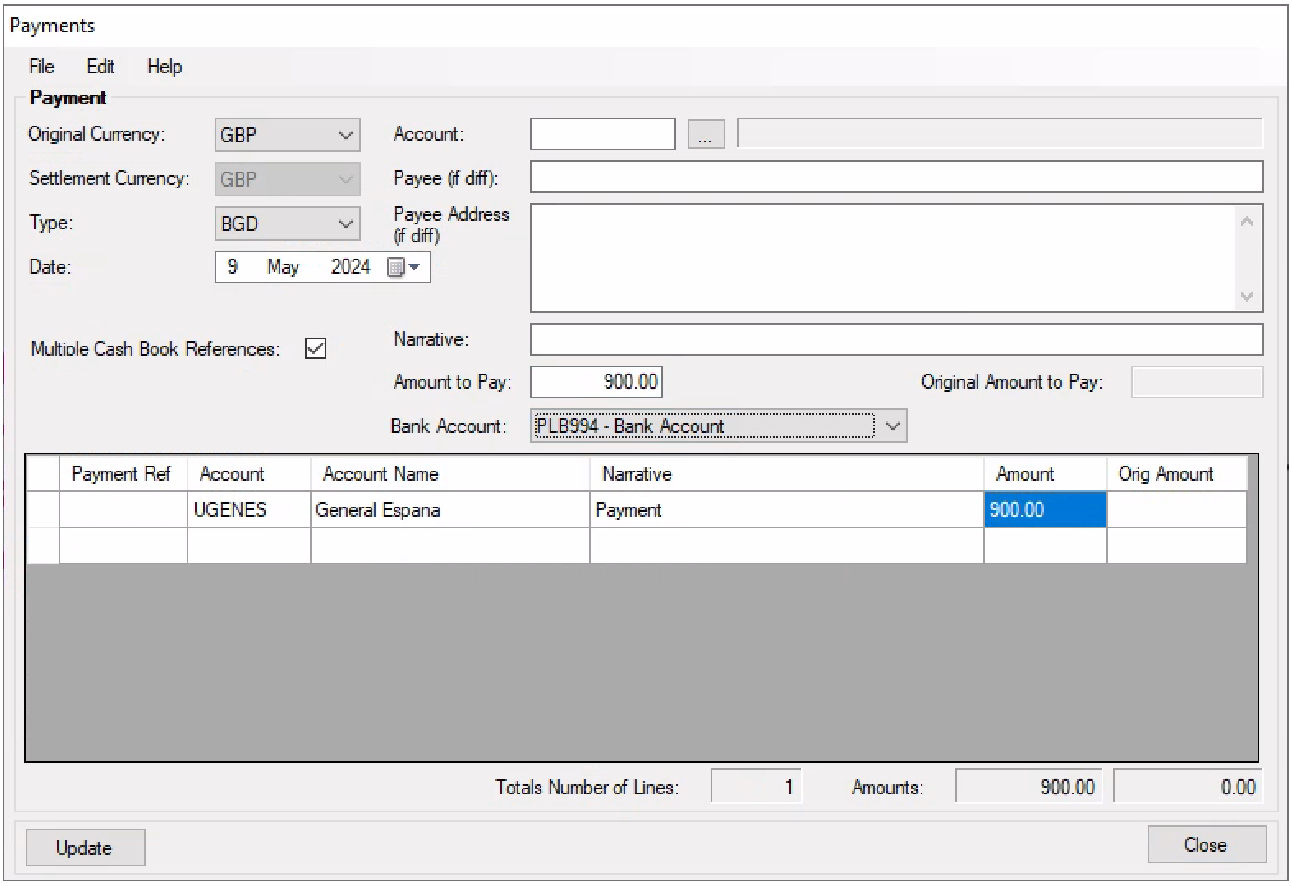


Select the currency and Type of payment. These are described as follows:

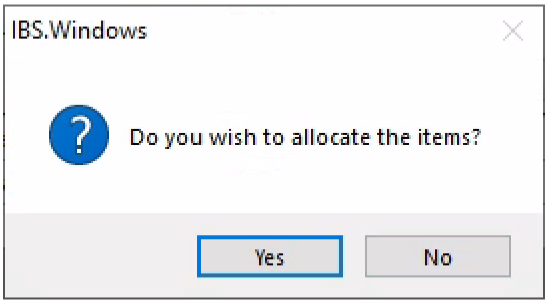
- **CHQ** (Cheque is used for cheques printed through the ibs system and for normal cheques. There is no need to enter the date or cheque number when using this option so they will not be accessible)
- **MCQ** (Manual Cheque for cheques produced outside the system; the cheque number will need to be entered)
- **BGD** (Bank giro debit indicates payments made directly through the bank)

Use the fields at the top of the screen when a single payment is being processed, use the grid for multiple payments.

Multiple Cash Book References determines, on multiple payments, whether the same cash book reference is given to each item or whether they all have separate references. The indicator will default to being ticked or not by default.



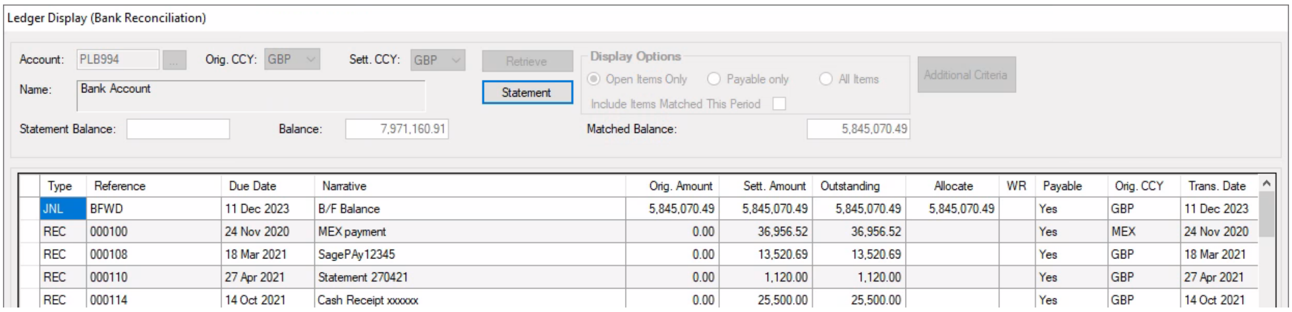
Click on the **Update** button to process. ibs will allocate the payment references and the following prompt will be displayed:



Clicking **Yes** will progress to the Allocations screen for each of the accounts to which payments have been made.

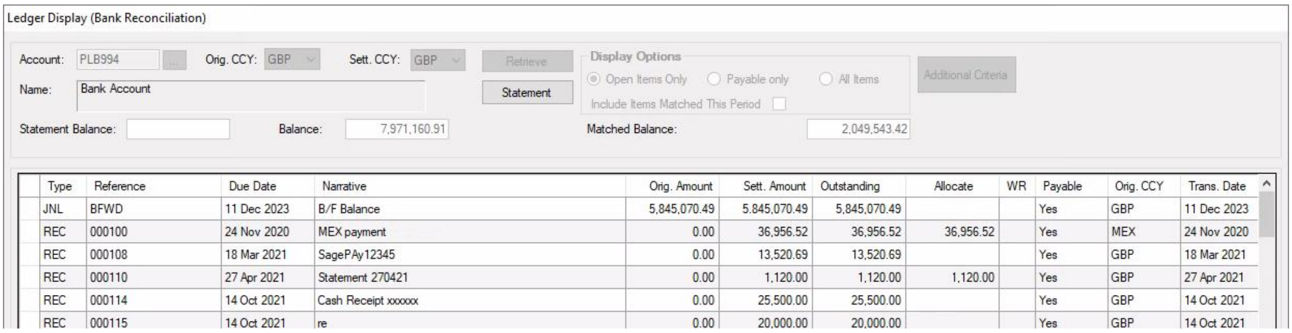
3.3 Bank Reconciliation

This option enables reconciliation of bank accounts in the system to the bank account statement. Select the Bank Reconciliation option from the Cash Book menu. Retrieve the bank account details in the screen that is displayed.



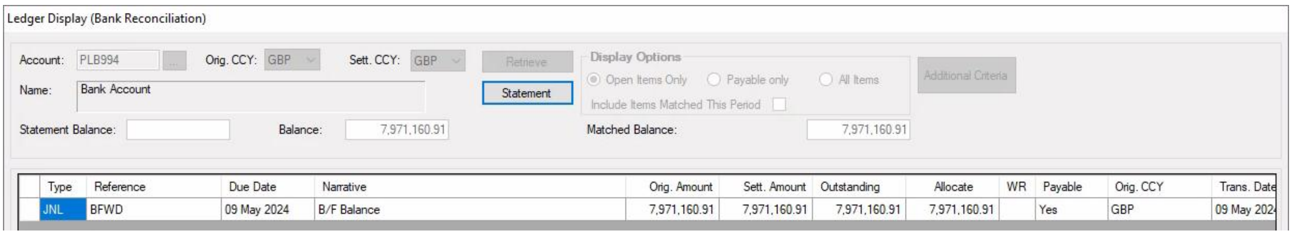
Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Orig. CCY	Trans. Date
JNL	BFWD	11 Dec 2023	B/F Balance	5,845,070.49	5,845,070.49	5,845,070.49	5,845,070.49		Yes	GBP	11 Dec 2023
REC	000100	24 Nov 2020	MEX payment	0.00	36,956.52	36,956.52			Yes	MEX	24 Nov 2020
REC	000108	18 Mar 2021	SagePAy12345	0.00	13,520.69	13,520.69			Yes	GBP	18 Mar 2021
REC	000110	27 Apr 2021	Statement 270421	0.00	1,120.00	1,120.00			Yes	GBP	27 Apr 2021
REC	000114	14 Oct 2021	Cash Receipt xxxxxx	0.00	25,500.00	25,500.00			Yes	GBP	14 Oct 2021

Select the items to be reconciled by double-clicking. Press **Update.** The list of selected entries will be exported to Excel.



Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Orig. CCY	Trans. Date
JNL	BFWD	11 Dec 2023	B/F Balance	5,845,070.49	5,845,070.49	5,845,070.49			Yes	GBP	11 Dec 2023
REC	000100	24 Nov 2020	MEX payment	0.00	36,956.52	36,956.52	36,956.52		Yes	MEX	24 Nov 2020
REC	000108	18 Mar 2021	SagePAy12345	0.00	13,520.69	13,520.69			Yes	GBP	18 Mar 2021
REC	000110	27 Apr 2021	Statement 270421	0.00	1,120.00	1,120.00	1,120.00		Yes	GBP	27 Apr 2021
REC	000114	14 Oct 2021	Cash Receipt xxxxxx	0.00	25,500.00	25,500.00			Yes	GBP	14 Oct 2021
REC	000115	14 Oct 2021	re	0.00	20,000.00	20,000.00			Yes	GBP	14 Oct 2021

A brought forward balance on the account will be created.



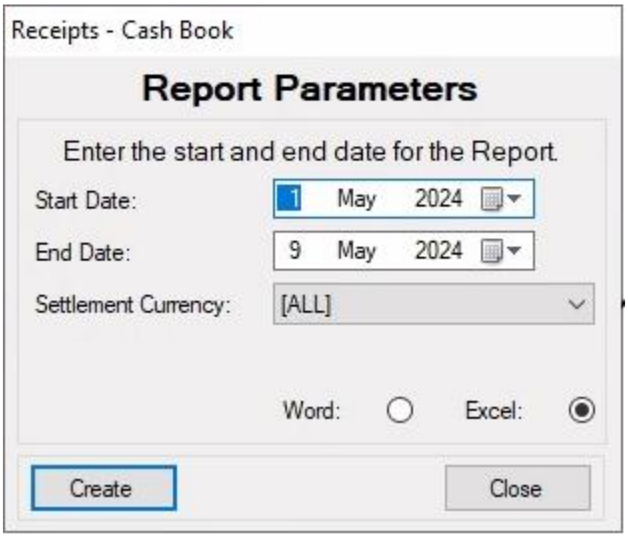
Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Orig. CCY	Trans. Date
JNL	BFWD	09 May 2024	B/F Balance	7,971,160.91	7,971,160.91	7,971,160.91	7,971,160.91		Yes	GBP	09 May 2024

3.4 Cash Book Reports

3.4.1 Receipts Cashbook

To access the Receipts Cashbook report select the Cash Book menu, Reports then Receipts Cashbook.

The following screen will then be displayed.



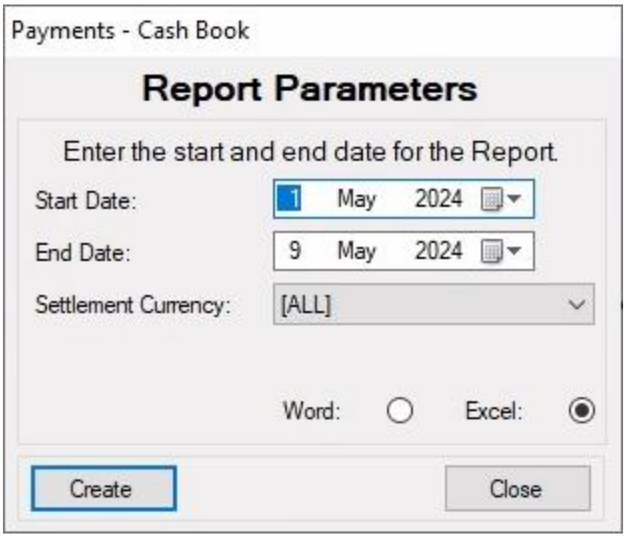
Select the required date range, currency and department as required and click on the **Create** button.

Items shown in red are over the FCA limit for unallocated cash.

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

3.4.2 Payments Cashbook

To access the Payments Cashbook report select the Cash Book menu, Reports then Payments Cashbook.



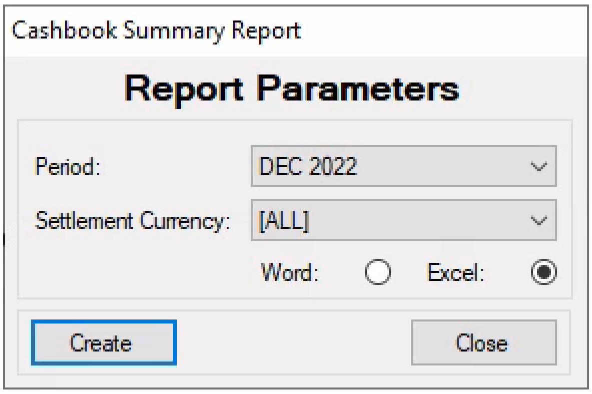
Enter the required date range, currency and department and click on the **Create** button.

3.4.3 Blank

3.4.4 Cashbook Summary Report

This report produces a summary of the receipts and payments processed in a given period. To access the Cashbook Summary report select the Cash Book menu, Reports then Cashbook Summary Report.

The following screen will then be displayed.

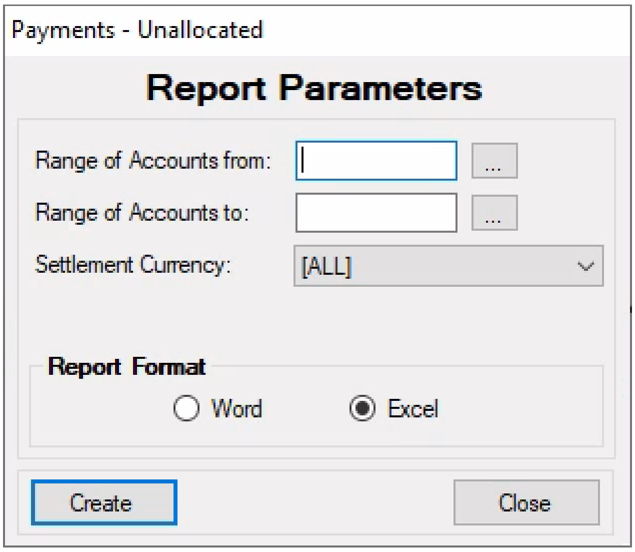


Select the required accounting period and settlement currency then click on the **Create** button to produce the report.

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

3.4.5 Unallocated Payments Report

To access the Unallocated Payments report select the Cash Book the menu, Reports then Unallocated Payments. The following screen will then be displayed.

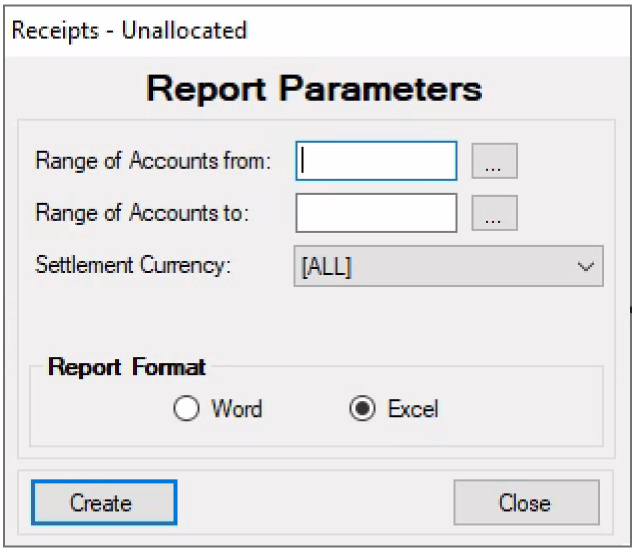


Select the range of Accounts by entering the Accounts Codes in the Range of Accounts from and to boxes. Select the Settlement Currency and then click on the **OK** button.

Once completed click on the **Close** button.

3.4.6 Unallocated Receipts Report

To access the Unallocated Receipts report select the Cash Book menu, Reports then **Unallocated Receipts**. The following screen will then be displayed.

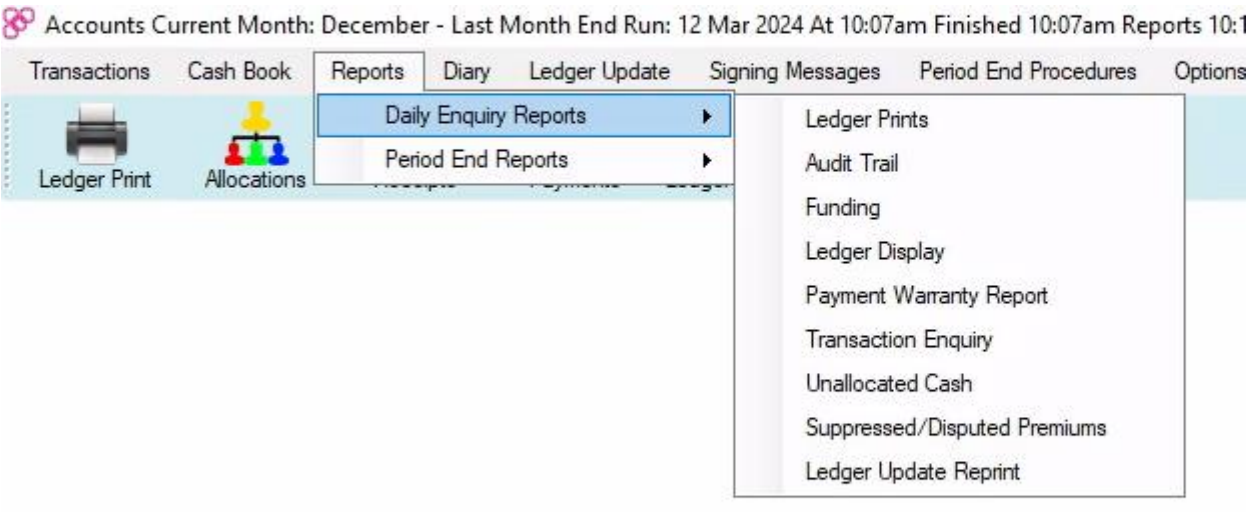


GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

Select the range of Accounts by entering the Accounts Codes in the Range of Accounts from and to boxes. Select the Settlement Currency and click on the **Create** button.

4. Reports

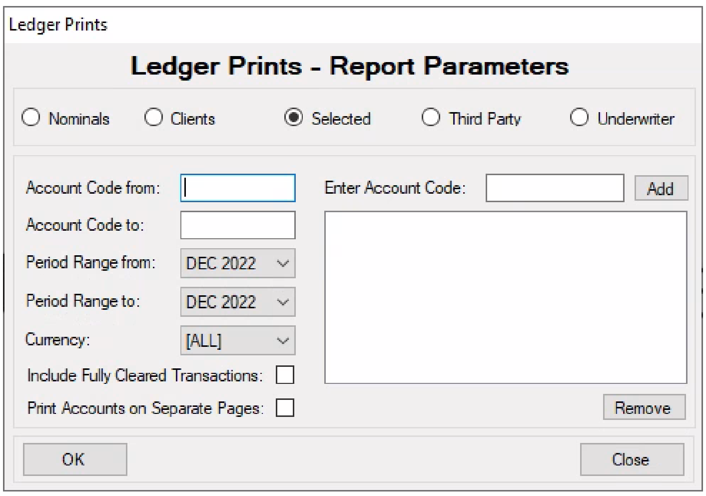
To enter the Reports screens click on the Reports menu. Then select the appropriate selection from the menu.



4.1 Daily Enquiry Reports

4.1.1 Ledger Prints

The Ledger Print report option displays complete ledger listings for selected accounts. To access the Ledger Prints, click on the Reports menu, Daily Enquiry Reports, Ledger Prints. Alternatively click the **Ledger Print** icon. The following screen is then displayed.



Account Codes can be selected in several ways:

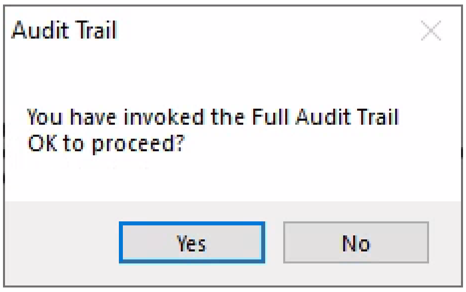
- Account type: select one of the options at the top of the screen
- An account code range: enter account codes into the account code from/to boxes
- Entered individually: type the account code(s) into the Enter Account Code box and then click **Add**

Select the account period range and the currency. There are also options for including cleared transactions and to print individual accounts on separate worksheets. Press **OK** to produce the report in Excel.

4.1.2 Audit Trail

The audit trail selects open items from all non-nominal accounts from previous accounting periods. To produce an Audit Trail within ibs, click on the Reports menu, Daily Enquiry Reports, **Audit Trail**.

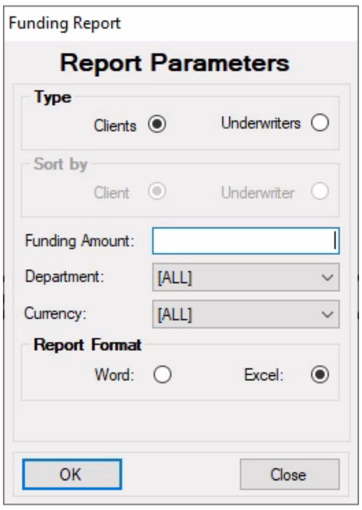
The following message will then be displayed.



Click on the **Yes** button to generate the report in Excel.

4.1.3 Funding

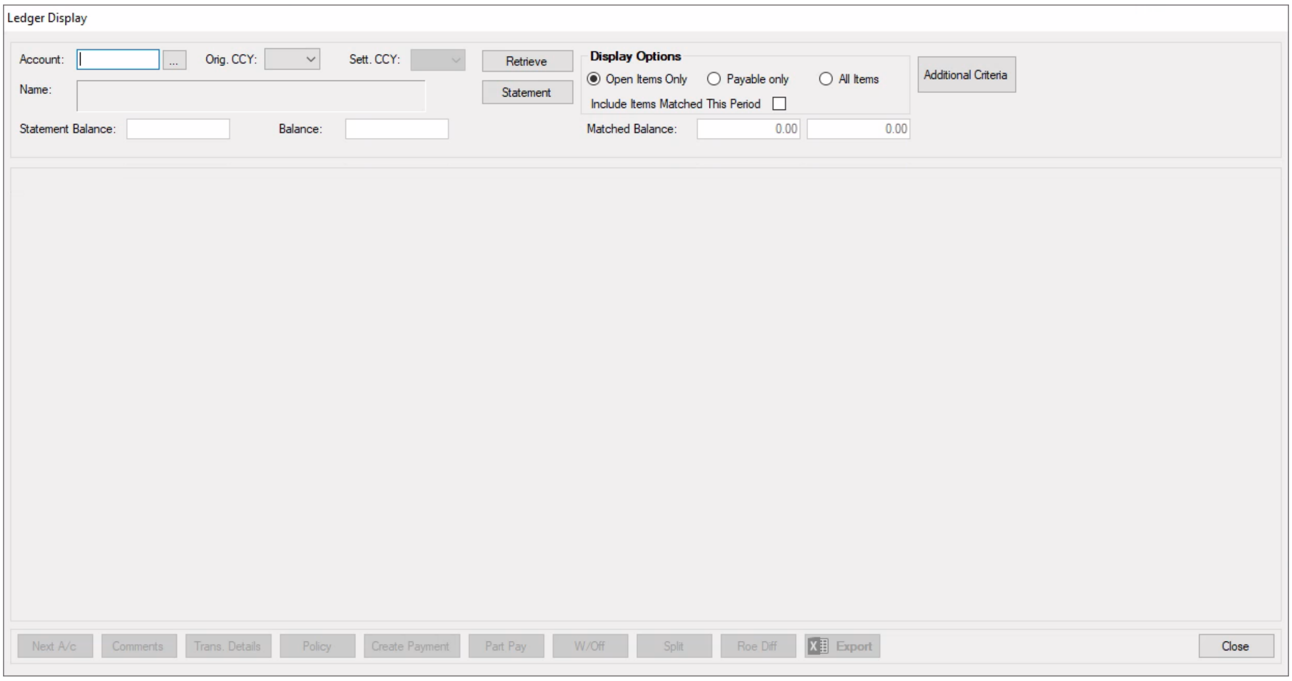
To run the Funding Report click on the Reports menu, Daily Enquiry Reports, Funding. The following screen is displayed.



This report can be run for either clients or underwriters by selecting the appropriate option. Use the Funding Amount box to enter a minimum funding amount as a selection for the report. Select the Department and Currency (or leave as All) and then click on the **OK** button to produce the report.

4.1.4 Ledger Display

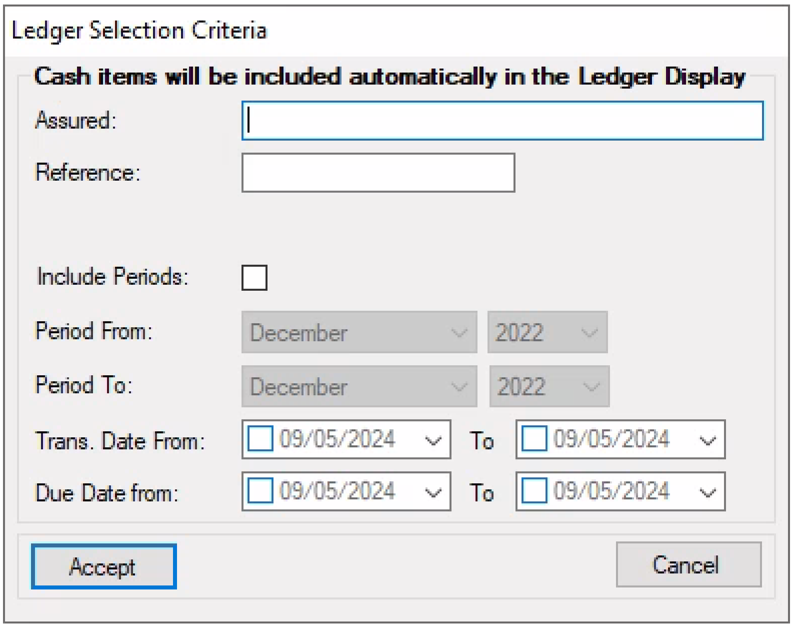
The Ledger Display screen allows enquiry access to an account. To access the Ledger Display click on the Reports menu, Daily Enquiry Reports, Ledger Display. Alternatively click on the **Ledger Display** icon. The following screen is then displayed.



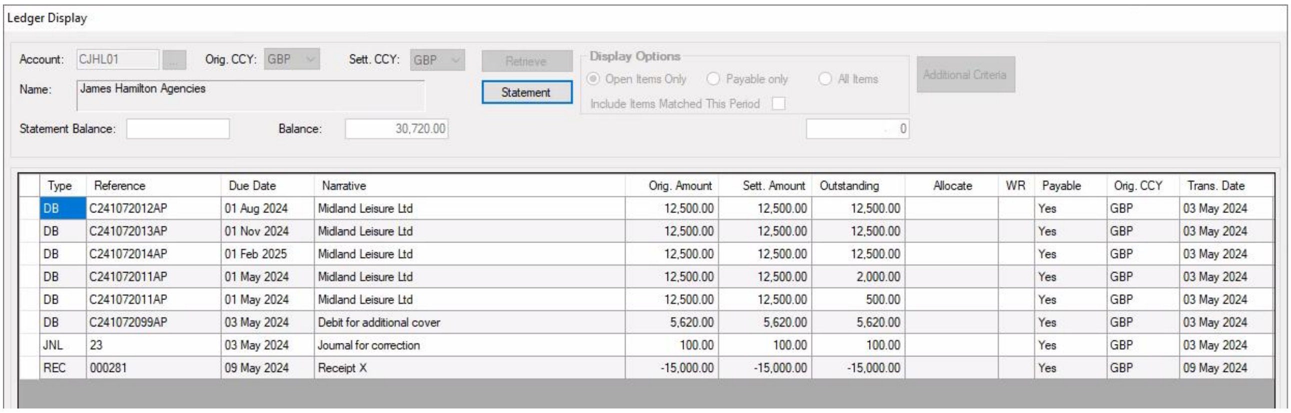
To retrieve the ledger details, enter the account code, original and settlement currency if appropriate. If required, use the Search button to find the account.

Select the Display Option required. The default is Open Items Only. If required, tick the **Include Items Matched This Period** tick box.

Use the Additional Criteria option as required to limit the number of entries displayed. Enter the following details.



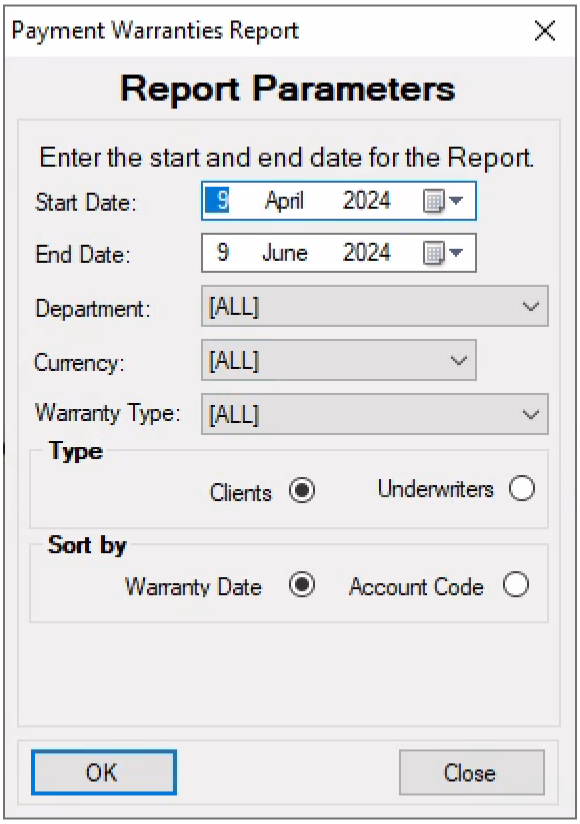
Once all the selections have been made, press the **Retrieve** button to display the relevant accounting entries.



Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Orig. CCY	Trans. Date
DB	C241072012AP	01 Aug 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	GBP	03 May 2024
DB	C241072013AP	01 Nov 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	GBP	03 May 2024
DB	C241072014AP	01 Feb 2025	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	GBP	03 May 2024
DB	C241072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	2,000.00			Yes	GBP	03 May 2024
DB	C241072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	500.00			Yes	GBP	03 May 2024
DB	C241072099AP	03 May 2024	Debit for additional cover	5,620.00	5,620.00	5,620.00			Yes	GBP	03 May 2024
JNL	23	03 May 2024	Journal for correction	100.00	100.00	100.00			Yes	GBP	03 May 2024
REC	000281	09 May 2024	Receipt X	-15,000.00	-15,000.00	-15,000.00			Yes	GBP	09 May 2024

4.1.5 Payment Warranty Report

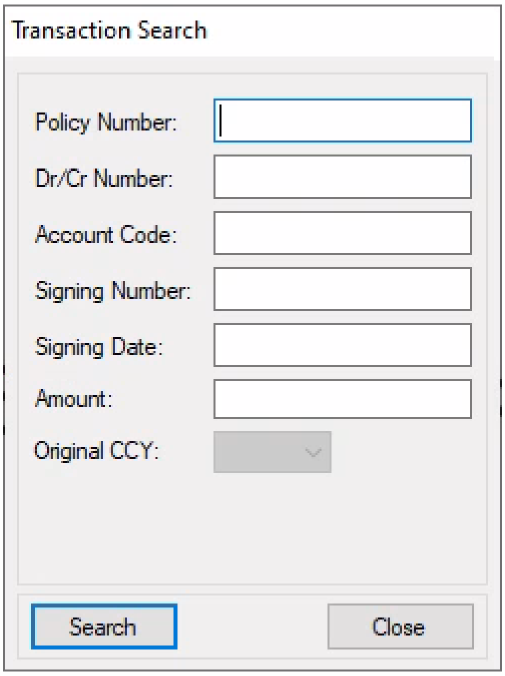
This report selects unallocated premiums that have a payment warranty. To access the Payment Warranty report click on the Reports menu, Daily Enquiry Reports, Payment Warranty Report. The following screen is then displayed.



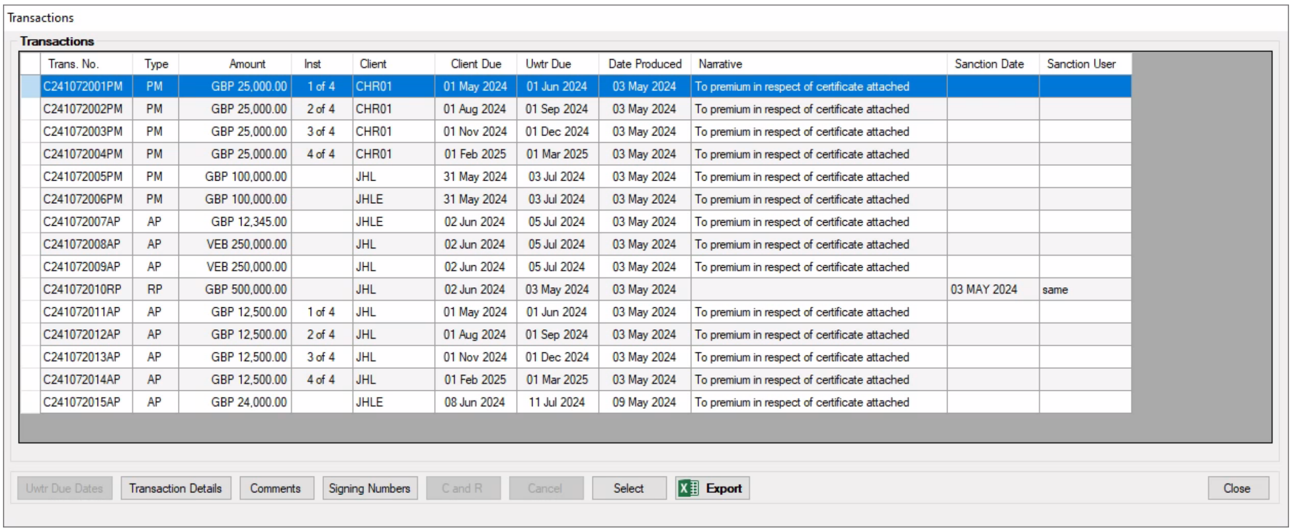
Select the warranty date range, department, currency and the warranty type. Click on the **OK** button to process the report.

4.1.6 Transaction Enquiry

Transaction Enquiry allows details of individual transactions to be viewed. Select Transaction Enquiry from the Transactions menu.



Enter the search criteria known and then click on the **Search** button. A list of transactions will then be displayed as follows.


Transactions

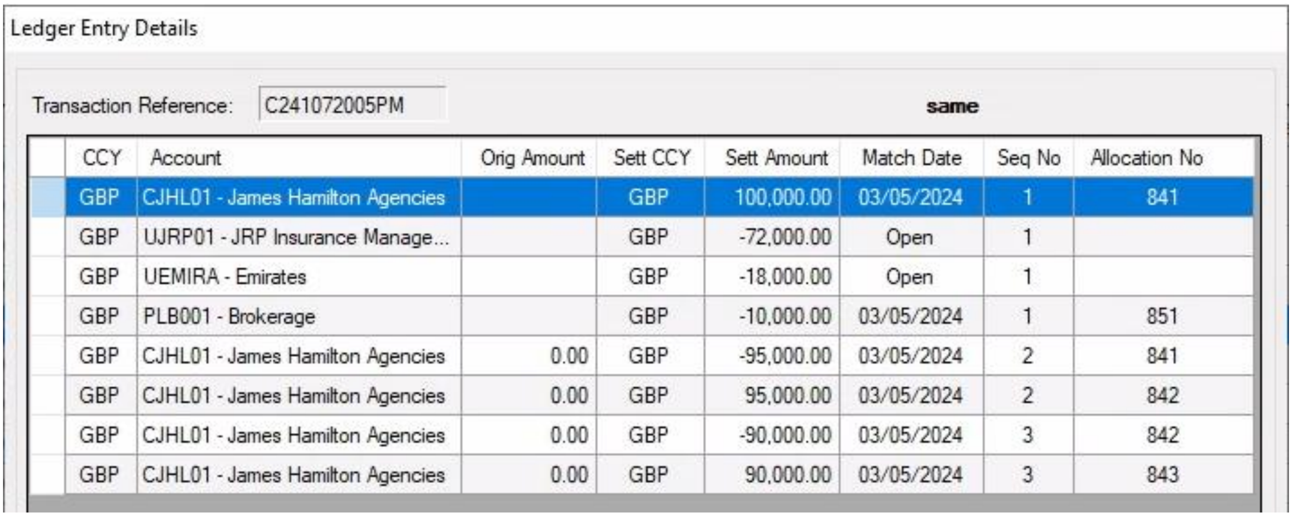
Transactions

Trans. No.	Type	Amount	Inst	Client	Client Due	Uwtr Due	Date Produced	Narrative	Sanction Date	Sanction User
C241072001PM	PM	GBP 25,000.00	1 of 4	CHR01	01 May 2024	01 Jun 2024	03 May 2024	To premium in respect of certificate attached		
C241072002PM	PM	GBP 25,000.00	2 of 4	CHR01	01 Aug 2024	01 Sep 2024	03 May 2024	To premium in respect of certificate attached		
C241072003PM	PM	GBP 25,000.00	3 of 4	CHR01	01 Nov 2024	01 Dec 2024	03 May 2024	To premium in respect of certificate attached		
C241072004PM	PM	GBP 25,000.00	4 of 4	CHR01	01 Feb 2025	01 Mar 2025	03 May 2024	To premium in respect of certificate attached		
C241072005PM	PM	GBP 100,000.00		JHL	31 May 2024	03 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072006PM	PM	GBP 100,000.00		JHLE	31 May 2024	03 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072007AP	AP	GBP 12,345.00		JHLE	02 Jun 2024	05 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072008AP	AP	VEB 250,000.00		JHL	02 Jun 2024	05 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072009AP	AP	VEB 250,000.00		JHL	02 Jun 2024	05 Jul 2024	03 May 2024	To premium in respect of certificate attached		
C241072010RP	RP	GBP 500,000.00		JHL	02 Jun 2024	03 May 2024	03 May 2024		03 MAY 2024	same
C241072011AP	AP	GBP 12,500.00	1 of 4	JHL	01 May 2024	01 Jun 2024	03 May 2024	To premium in respect of certificate attached		
C241072012AP	AP	GBP 12,500.00	2 of 4	JHL	01 Aug 2024	01 Sep 2024	03 May 2024	To premium in respect of certificate attached		
C241072013AP	AP	GBP 12,500.00	3 of 4	JHL	01 Nov 2024	01 Dec 2024	03 May 2024	To premium in respect of certificate attached		
C241072014AP	AP	GBP 12,500.00	4 of 4	JHL	01 Feb 2025	01 Mar 2025	03 May 2024	To premium in respect of certificate attached		
C241072015AP	AP	GBP 24,000.00		JHLE	08 Jun 2024	11 Jul 2024	09 May 2024	To premium in respect of certificate attached		

Uwtr Due Dates | Transaction Details | Comments | Signing Numbers | C and R | Cancel | Select | Export | Close

4.1.6.1 Transaction Details

Select the appropriate line and click on the **Transaction Details** button. The following screen is displayed.

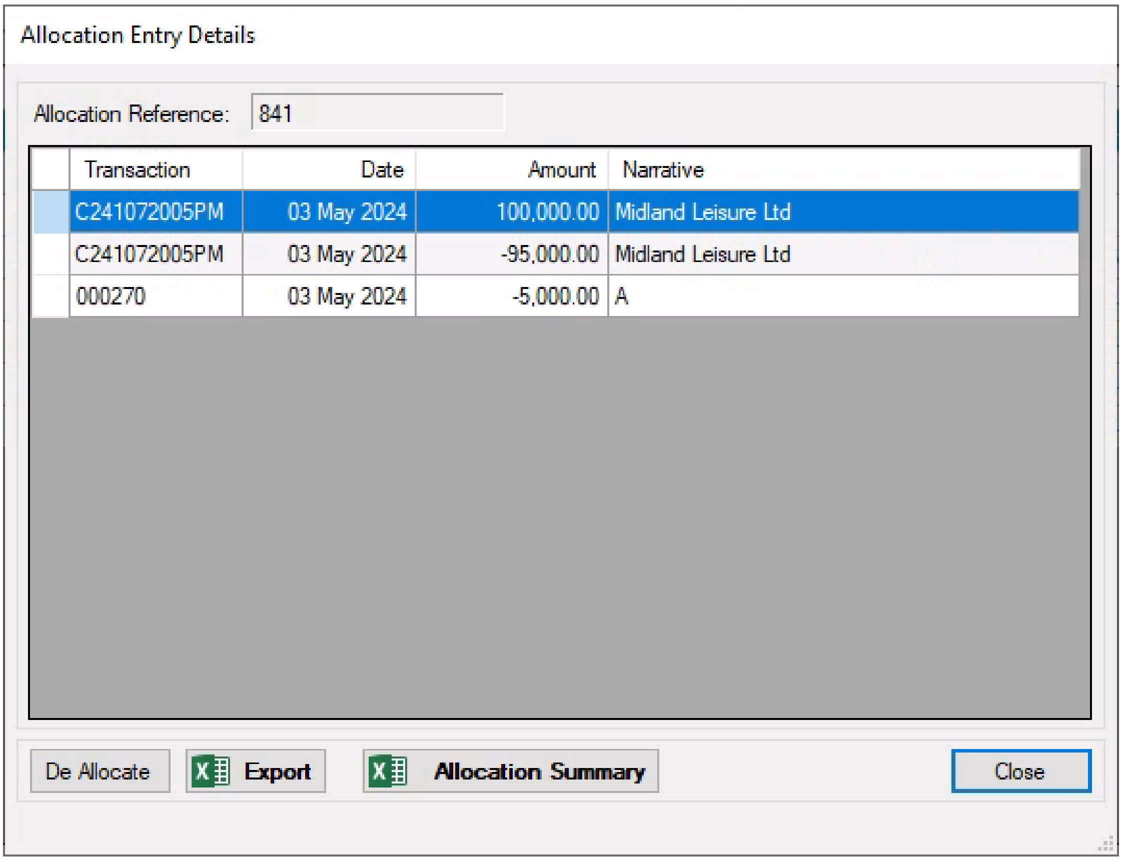

Ledger Entry Details

Transaction Reference: C241072005PM

same

CCY	Account	Orig Amount	Sett CCY	Sett Amount	Match Date	Seq No	Allocation No
GBP	CJHL01 - James Hamilton Agencies		GBP	100,000.00	03/05/2024	1	841
GBP	UJRP01 - JRP Insurance Manage...		GBP	-72,000.00	Open	1	
GBP	UEMIRA - Emirates		GBP	-18,000.00	Open	1	
GBP	PLB001 - Brokerage		GBP	-10,000.00	03/05/2024	1	851
GBP	CJHL01 - James Hamilton Agencies	0.00	GBP	-95,000.00	03/05/2024	2	841
GBP	CJHL01 - James Hamilton Agencies	0.00	GBP	95,000.00	03/05/2024	2	842
GBP	CJHL01 - James Hamilton Agencies	0.00	GBP	-90,000.00	03/05/2024	3	842
GBP	CJHL01 - James Hamilton Agencies	0.00	GBP	90,000.00	03/05/2024	3	843

Select a row and press **Allocation Details** to view all postings included in an allocation.

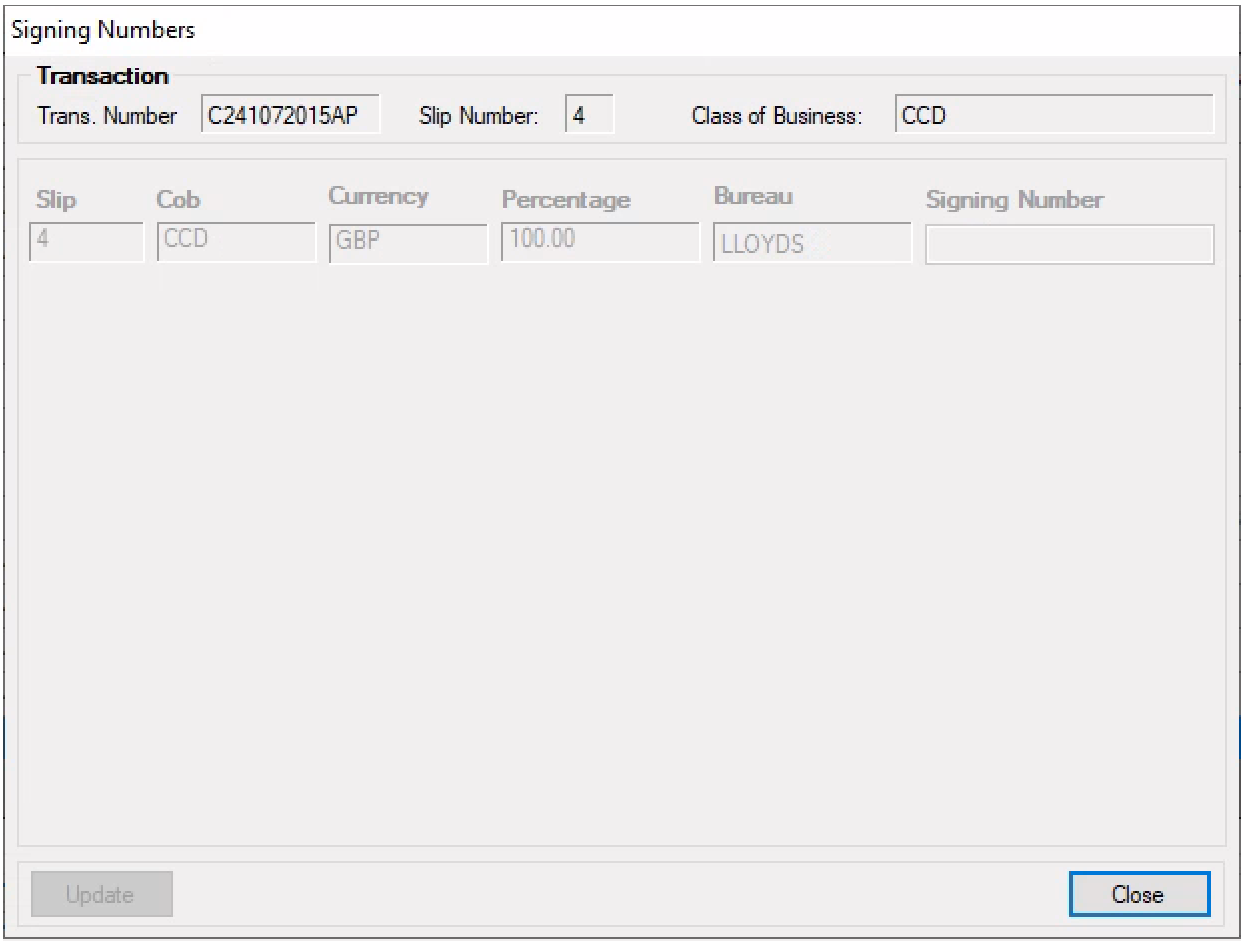

Allocation Entry Details

Allocation Reference: 841

Transaction	Date	Amount	Narrative
C241072005PM	03 May 2024	100,000.00	Midland Leisure Ltd
C241072005PM	03 May 2024	-95,000.00	Midland Leisure Ltd
000270	03 May 2024	-5,000.00	A

4.1.6.2 Signing Numbers

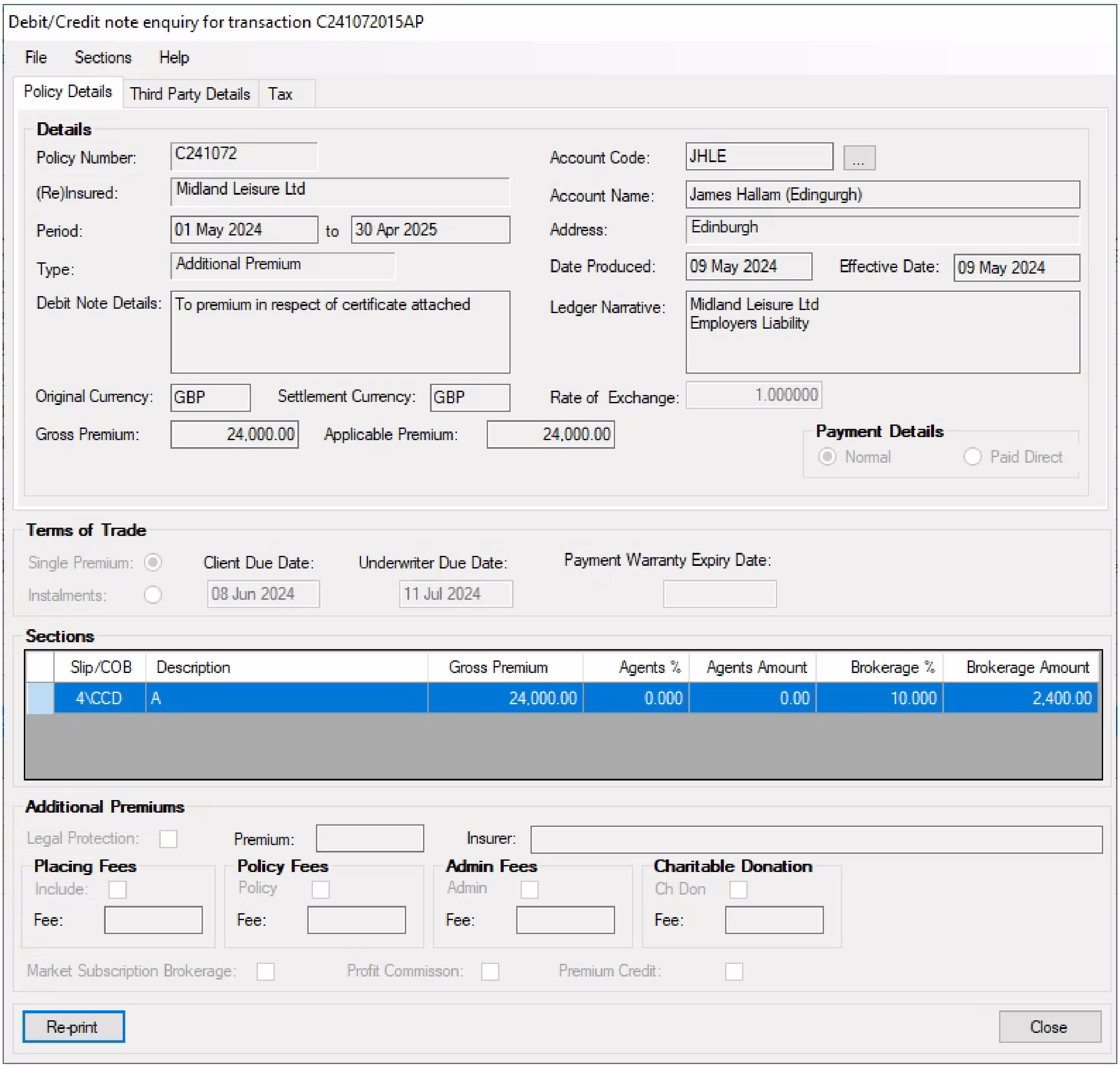
To view the Signing Numbers for a particular transaction then highlight the entry and click on the **Signing Numbers** button. This will then display the following screen.



4.1.6.3 Select transaction

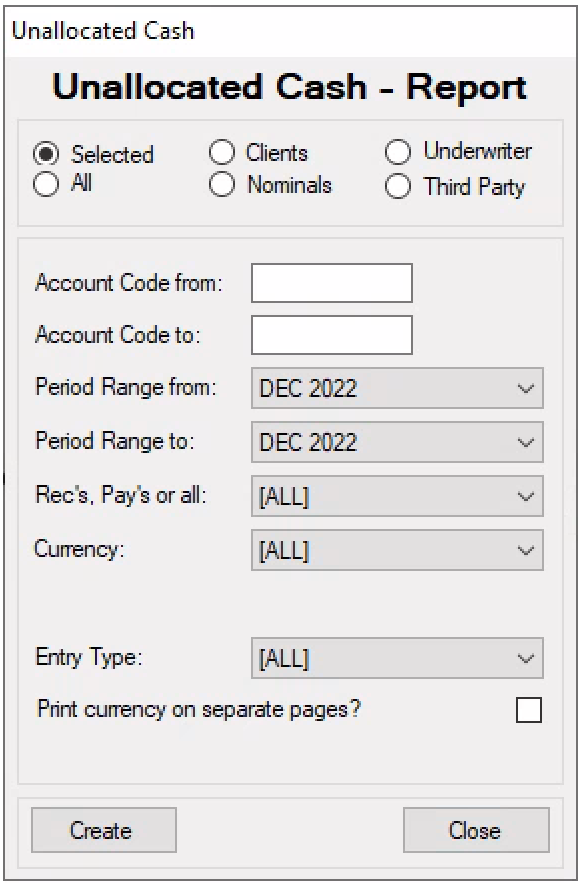
To view the Debit / Credit screen, highlight the appropriate entry and click on the **Select** button. The following screen will then be displayed.

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156



4.1.7 Unallocated Cash

The Unallocated Cash report displays details of payments and receipts which have not been allocated in the system. To produce this report click on the Reports menu, Enquiry Reports, Unallocated Cash. The following screen is displayed.

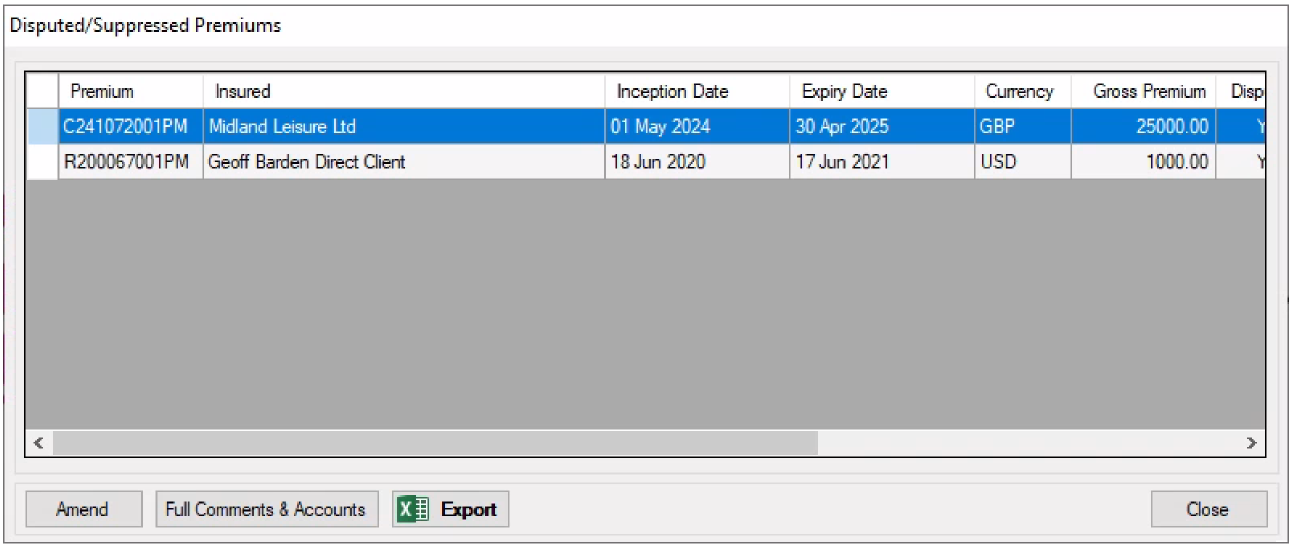


Select the accounts required, either All Accounts, an account type or enter an account code range.

Enter additional criteria for the report and click on the **OK** button to produce the report.

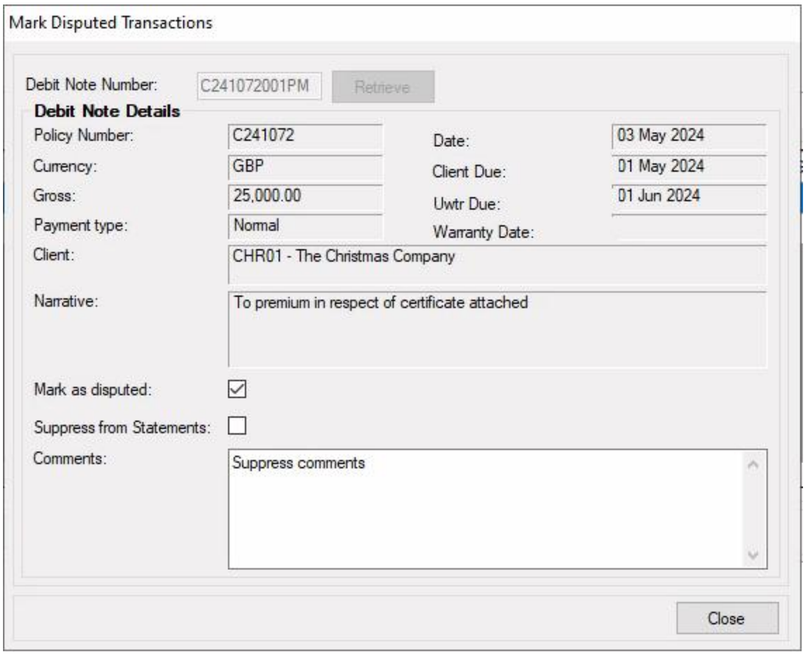
4.1.8 Suppressed / Disputed Premiums

This option displays all the transactions that have been marked as either suppressed or disputed in the system. Click on the Reports menu, Daily Enquiry Reports, Suppressed / Disputed Premiums. The following screen will then be displayed.



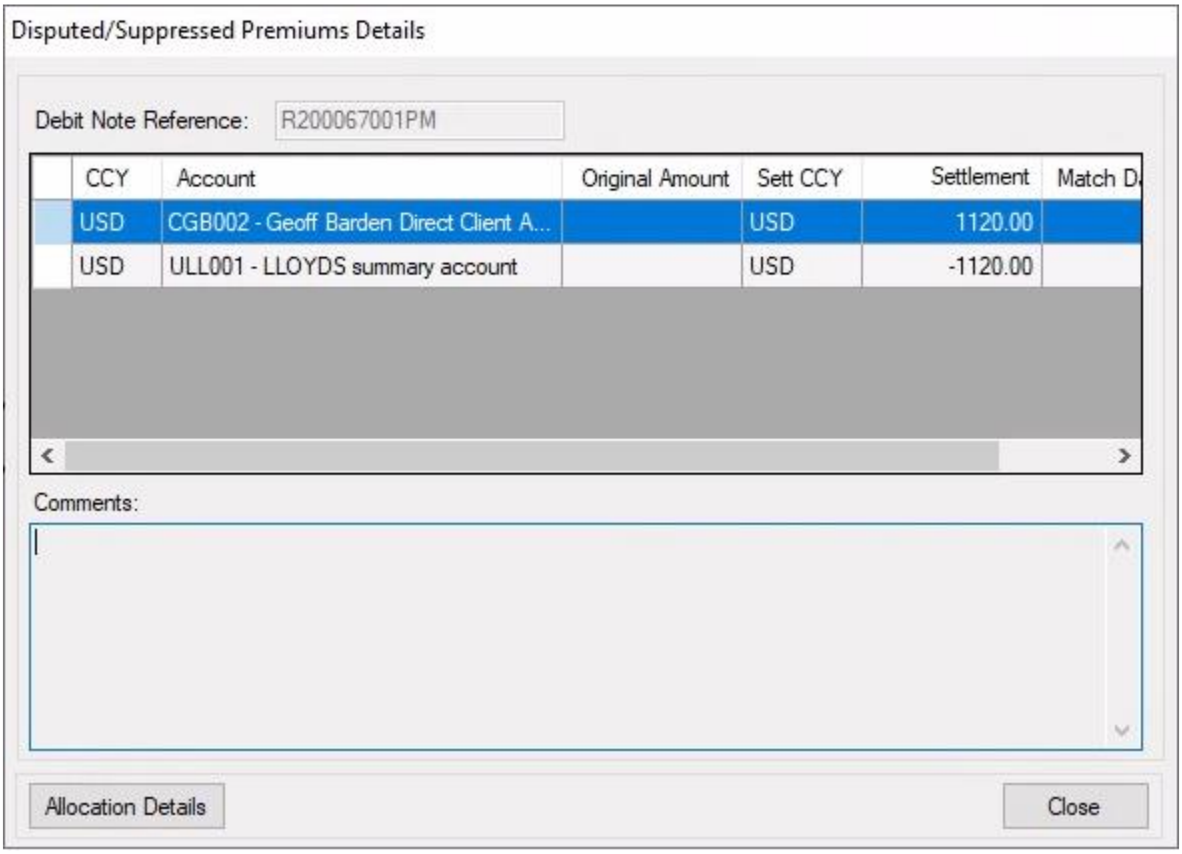
View the Full Accounts Comments, amend the suppressed / disputed status, or send the data to an Excel spreadsheet.

Selecting the option to Amend will open the following screen in which the status and comments can be added/amended.



Click on the **Close** button.

To view the comments click on the **Full Comments Accounts** button. The following screen will then be displayed.



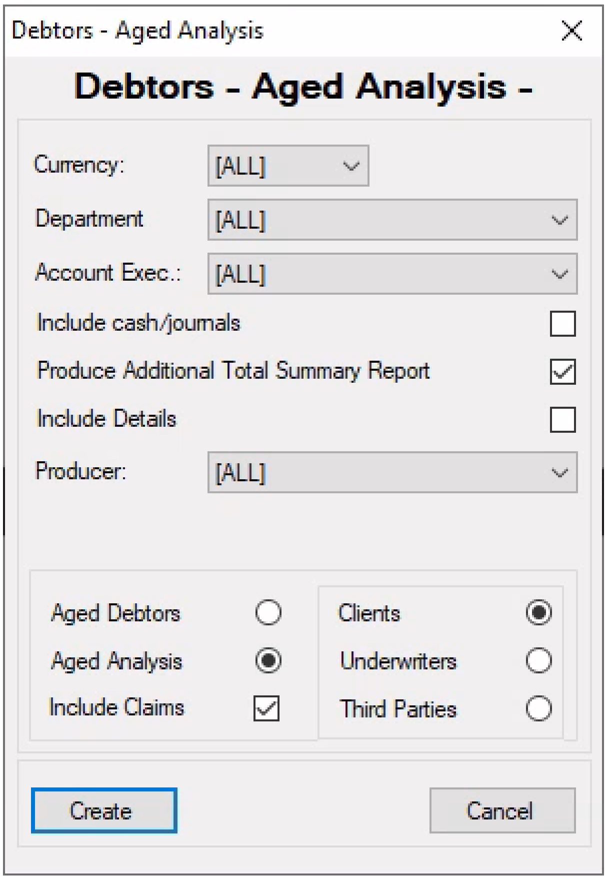
The allocation details can be viewed if applicable. Click on the **Close** button.

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

4.2 Period End Reports

4.2.1 Aged Debtors

The Aged Debtors report can be produced by clicking on the Reports menu, Period End Reports, Aged Debtors. The following screen will then be displayed.



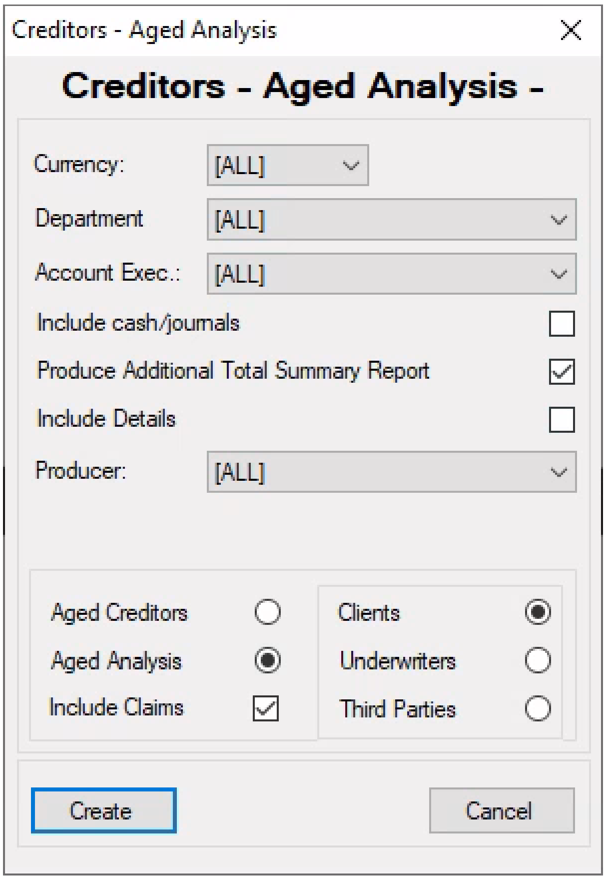
Select the appropriate currency, department and account executive or leave on the default of ALL. Select additional options as required.

The system can produce either an Aged Debtors or Aged Analysis report for the account type specified. Select the option required and tick Include Claims if required.

Click on the **OK** button. The data will be exported into Excel.

4.2.2 Aged Creditors

The Aged Creditors report can be produced by clicking on the Reports menu, Period End Reports, Aged Creditors. The following screen will then be displayed.



Select the appropriate currency, department and account executive or leave on the default of ALL. Select additional options as required.

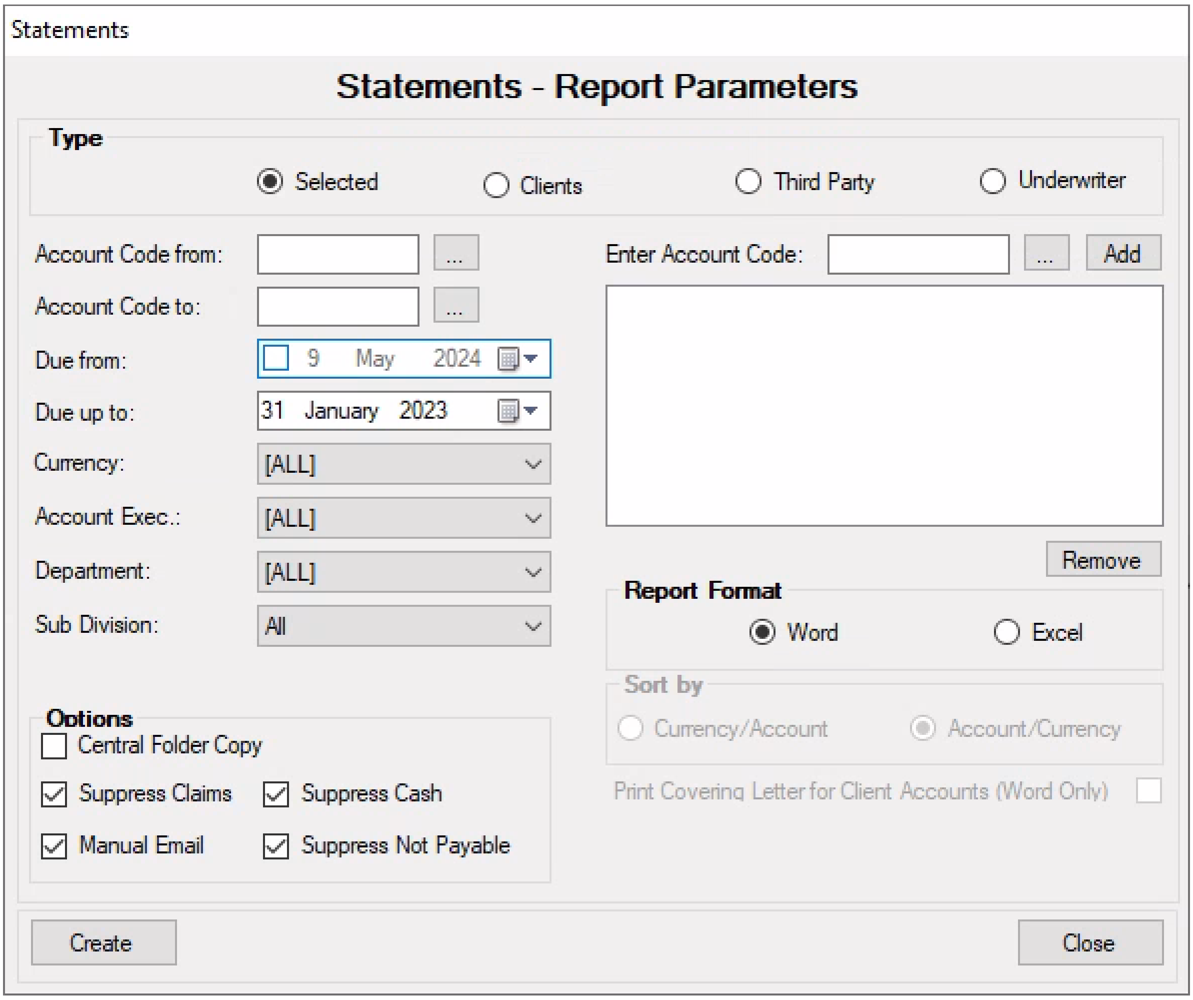
The system can produce either an Aged Creditors or Aged Analysis report for the account type specified. Select the option required and tick Include Claims if required.

Click on the **OK** button. The data will be exported into Excel.

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

4.2.3 Account Statements (Batch)

To access the batch statement production option, click on the Reports menu, Period End Reports, then Statements. The following screen will then be displayed.



The accounts can be selected for statement production in several ways:

- Account type: select one of the options at the top of the screen
- An account code range: enter account codes into the account from/to boxes
- Entered individually: type the account code(s) into the Enter Account box and then click Add to create a list.

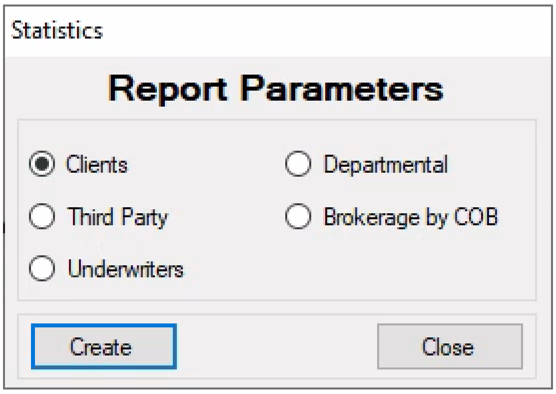
To print Covering Letters for Client Accounts, click in the appropriate box. This option will not be available for email statements.

Click on the **OK** button to produce the statements.

4.2.4 Statistics

4.2.4.1 Analysis Reports

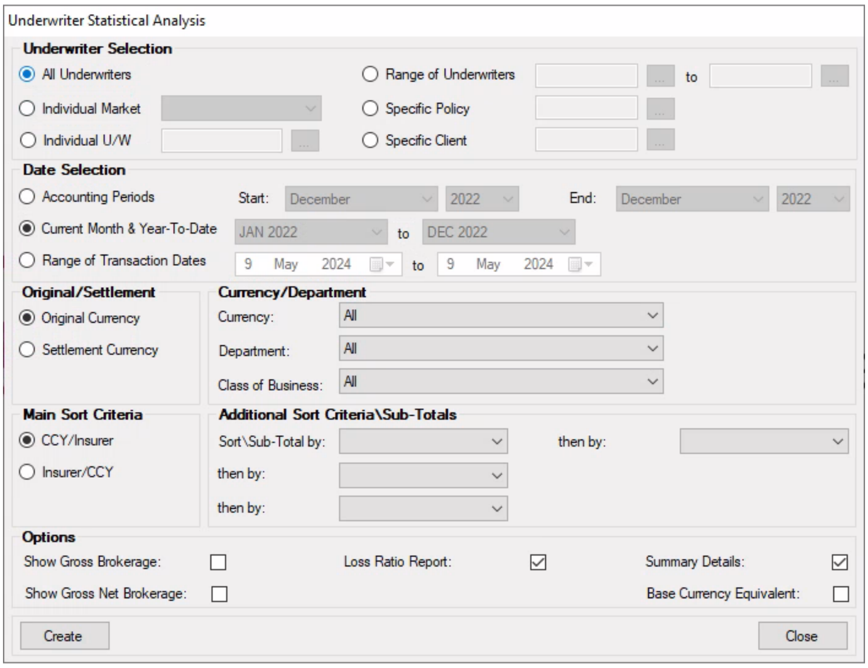
The Analysis report provides an analysis of premium, brokerage and claim figures for the current accounting month and year. To produce an analysis report click on the Reports menu, Period End Reports, Statistics, then Analysis Report. The following screen will then be displayed.



Select the appropriate option for the report and click on the **OK** button to produce the report.

4.2.4.2 Underwriter Statistics

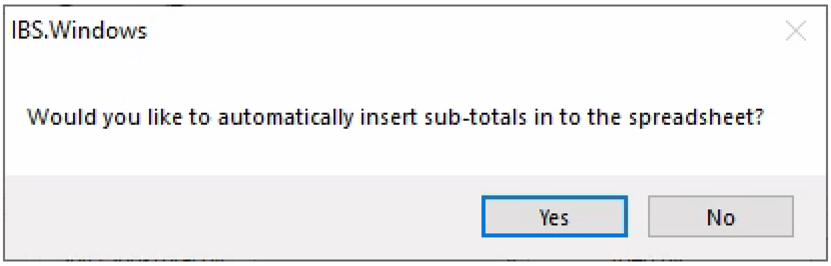
This report provides premium and claim information by insurer at cover, market or syndicate level. To produce the report click on the Reports menu, Period End Reports, Statistics, finally Underwriter Statistics. The following screen will then be displayed.



GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

Select the required market, date, currency and sort options. Select any additional options required in the Options box.

Click on the **Produce Report** button. The following prompt will then be displayed.



4.2.5 Trial Balance

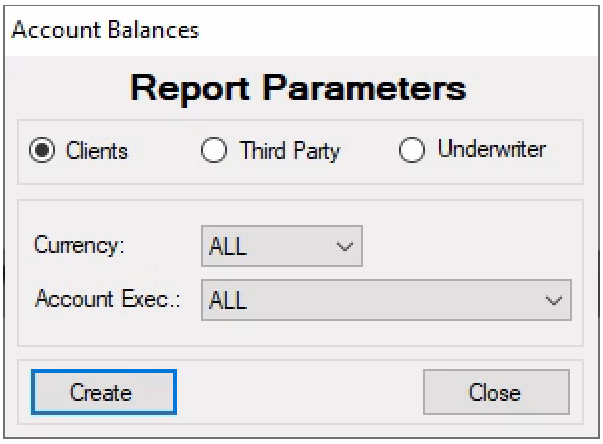
Run the Trial Balance by clicking on the Reports menu, Period End Reports, Trial Balance. The following screen will then be displayed.

Select the Settlement Currency. If all currencies are selected then there is an option to print each currency on separate pages. To produce a Summary by Ledger, click Summary by Ledger. To include additional columns showing the movement since last period end, click Produce Movements TB.

Press the **Create** button to run the Trial Balance.

4.2.6 Ledger Balances

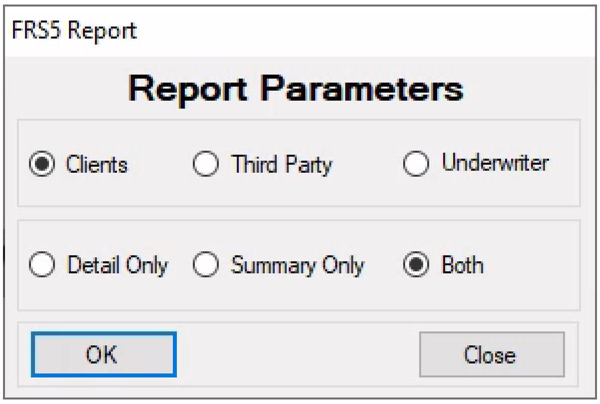
This report displays the outstanding balances for selected accounts. To run this report, click on the Reports menu, Period End Reports, Ledger Balances. The following screen will then be displayed.



Select the account type, currency and account executive as required and press the **OK** button to run the report.

4.2.7 FRS5 Reports

The FRS5 report displays open debit and credit figures for selected accounts in original and base currencies. The report can be run from the Period End Reports menu. The following screen will be displayed.

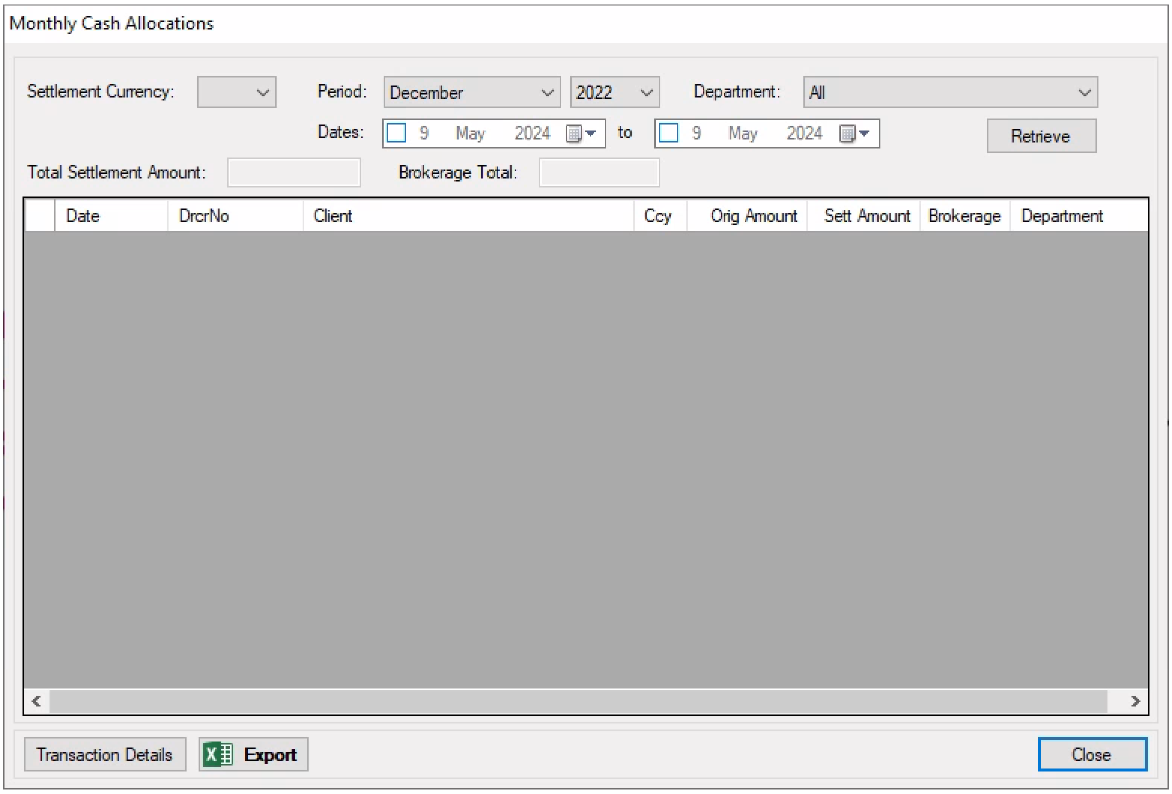


Select from the available options and then click on the **OK** button to run the report.

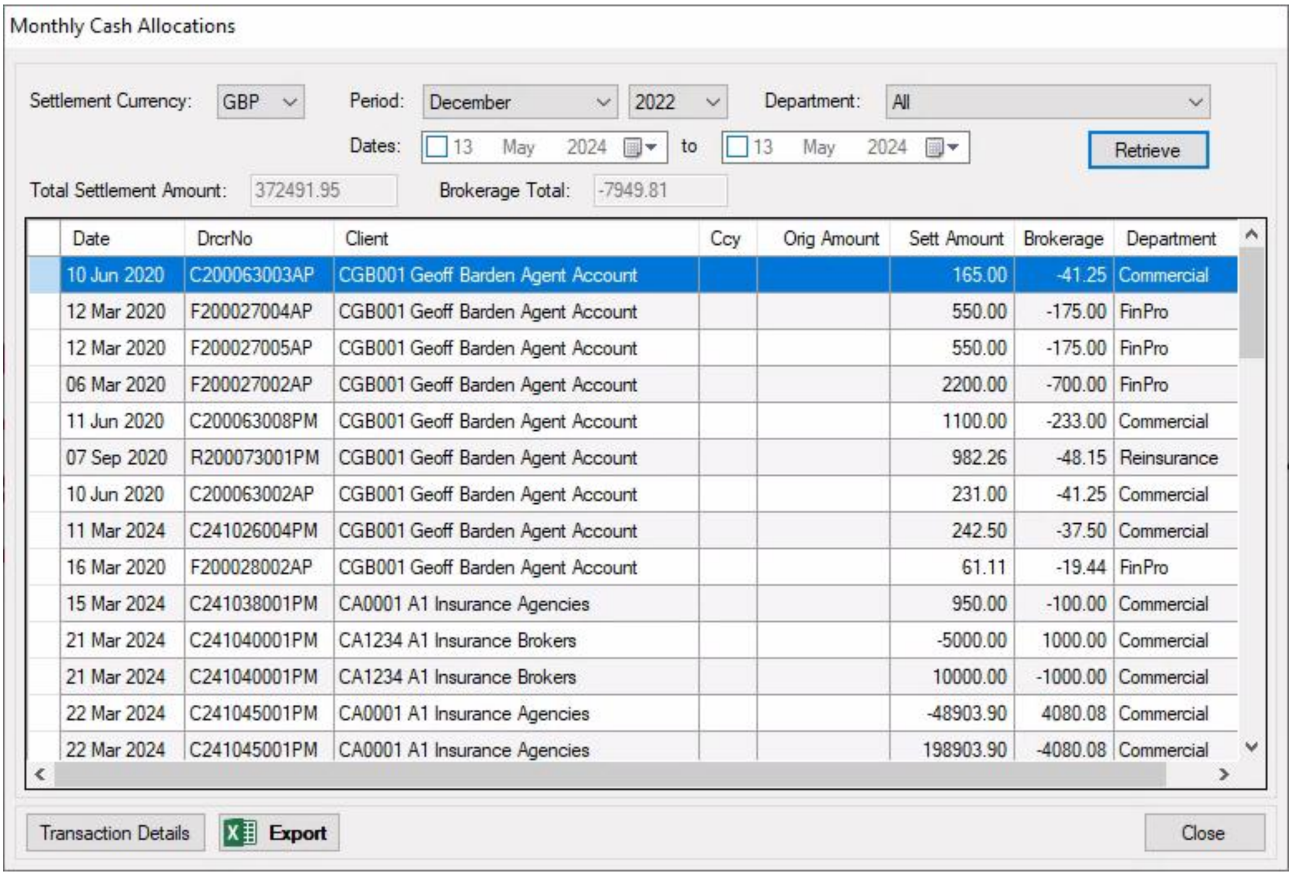
GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

4.2.8 Monthly Cash Allocation

This option will display all cash allocations processed in a given account period or date range. This is selected from the Period End Reports menu. The following screen is displayed.



Select the required current and accounting period or date range and click on the **Retrieve** button. The following screen is then displayed.

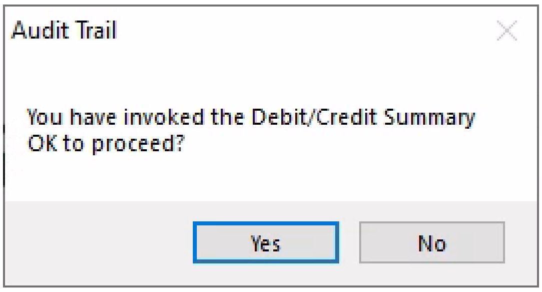


Date	DrcrNo	Client	Ccy	Orig Amount	Sett Amount	Brokerage	Department
10 Jun 2020	C200063003AP	CGB001 Geoff Barden Agent Account			165.00	-41.25	Commercial
12 Mar 2020	F200027004AP	CGB001 Geoff Barden Agent Account			550.00	-175.00	FinPro
12 Mar 2020	F200027005AP	CGB001 Geoff Barden Agent Account			550.00	-175.00	FinPro
06 Mar 2020	F200027002AP	CGB001 Geoff Barden Agent Account			2200.00	-700.00	FinPro
11 Jun 2020	C200063008PM	CGB001 Geoff Barden Agent Account			1100.00	-233.00	Commercial
07 Sep 2020	R200073001PM	CGB001 Geoff Barden Agent Account			982.26	-48.15	Reinsurance
10 Jun 2020	C200063002AP	CGB001 Geoff Barden Agent Account			231.00	-41.25	Commercial
11 Mar 2024	C241026004PM	CGB001 Geoff Barden Agent Account			242.50	-37.50	Commercial
16 Mar 2020	F200028002AP	CGB001 Geoff Barden Agent Account			61.11	-19.44	FinPro
15 Mar 2024	C241038001PM	CA0001 A1 Insurance Agencies			950.00	-100.00	Commercial
21 Mar 2024	C241040001PM	CA1234 A1 Insurance Brokers			-5000.00	1000.00	Commercial
21 Mar 2024	C241040001PM	CA1234 A1 Insurance Brokers			10000.00	-1000.00	Commercial
22 Mar 2024	C241045001PM	CA0001 A1 Insurance Agencies			-48903.90	4080.08	Commercial
22 Mar 2024	C241045001PM	CA0001 A1 Insurance Agencies			198903.90	-4080.08	Commercial

The details can be exported to Excel and details of individual entries can be viewed by selecting the **Trans Details** option.

4.2.9 Debit Credit Summary

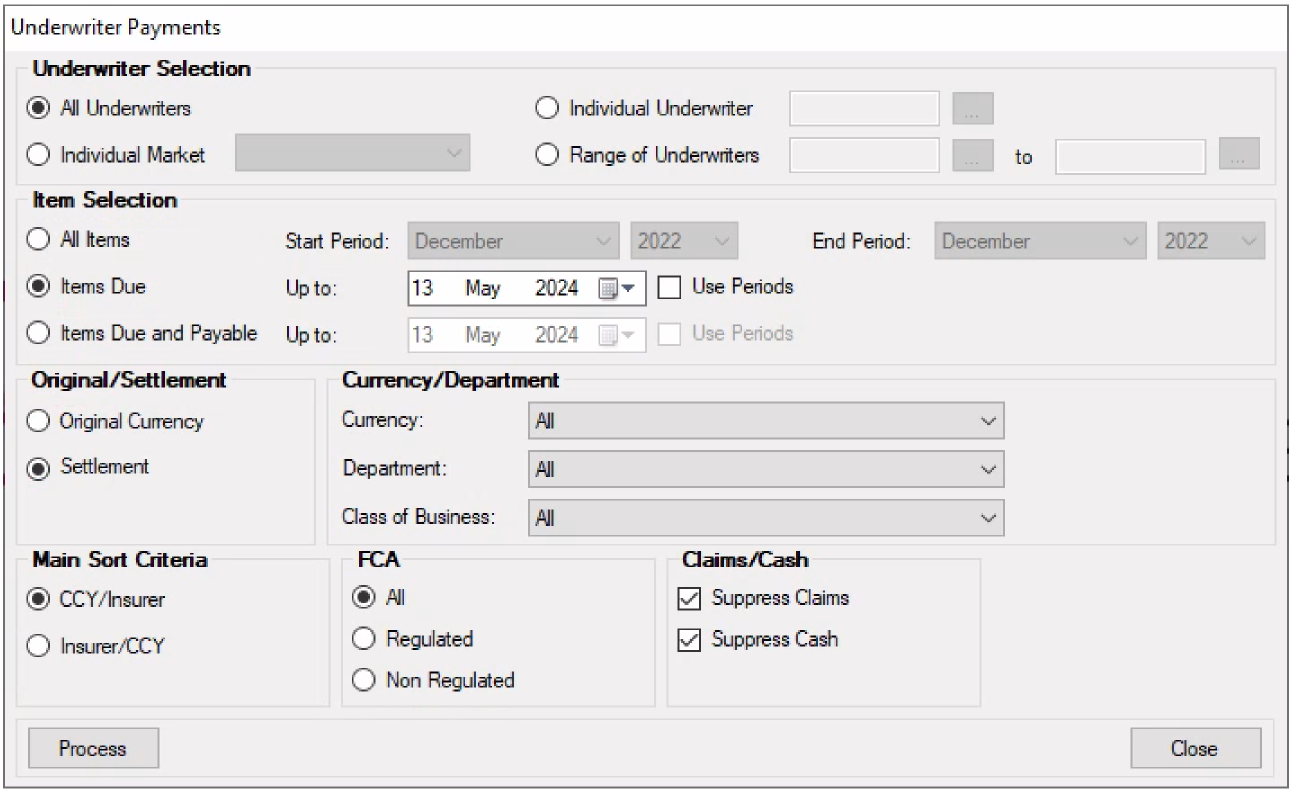
This report displays total debit and credit figures by account type by currency. It is available on the Period End Reports menu. The following prompt will be displayed.



GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

4.2.10 Underwriter Payments

This report details payments due to selected underwriters for a given date range. This report option can be selected from the Period End Reports menu. The following screen will be displayed.

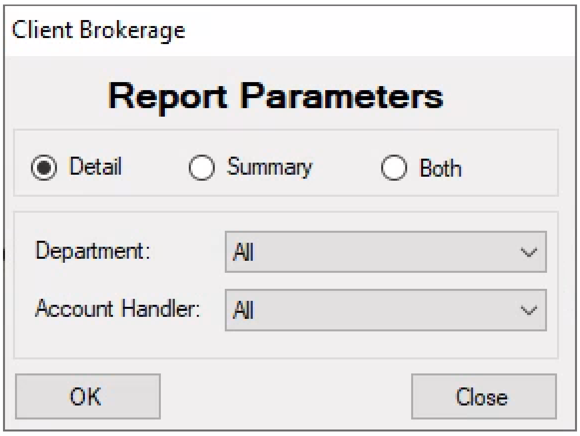


Select the market details required. In the Item Selection box, select Items Due and Payable for items where the client has paid.

Click on the **Process** button to generate the report.

4.2.11 Unrealised Brokerage

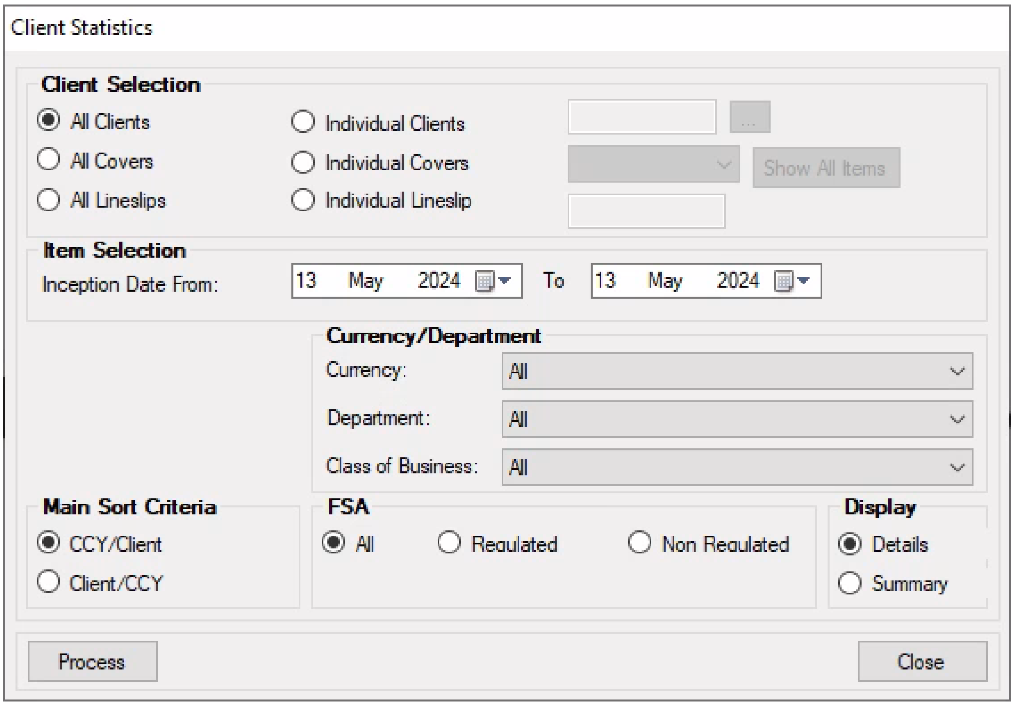
The Unrealised Brokerage Report can be run from the Period End Reports menu. The following screen will then be displayed.



Select the report options and press the **OK** button.

4.2.12 Client Statistics

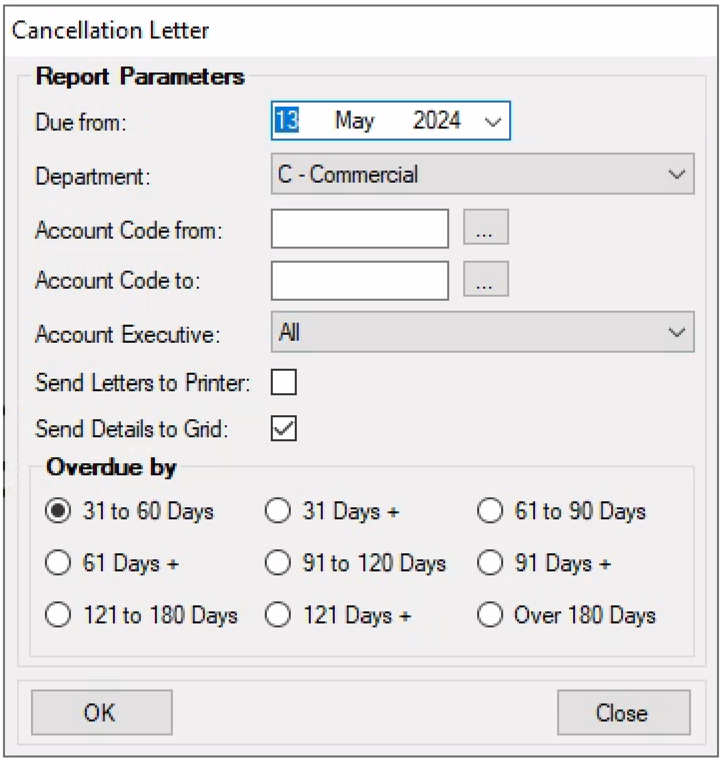
The Client Statistics report provides details of client ledger entries according to criteria entered. This option can be selected from the Period End Reports menu. The following screen will then be displayed.



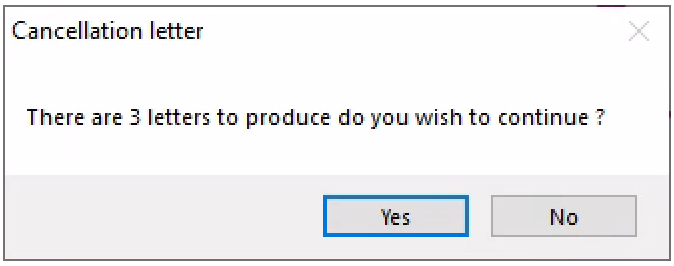
Click on the **Process** button to create the report.

4.2.13 Credit Control (Cancellation Letter)

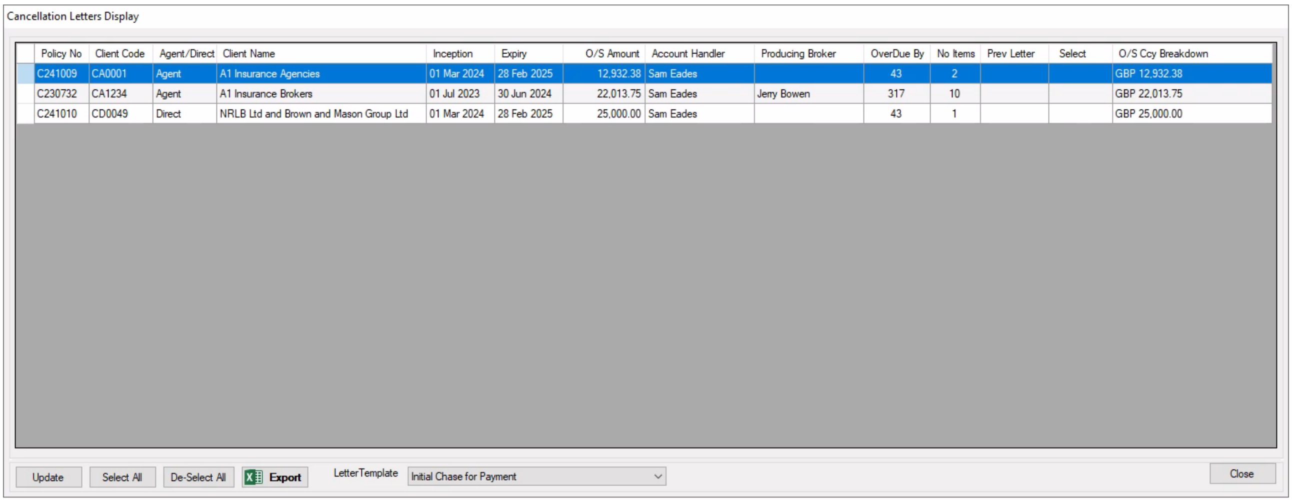
The Credit Control (Cancellation Letter) function enable production of debt chasing notifications based on the entered criteria. This option can be selected from the Period End Reports menu. The following screen will then be displayed.



Based on the entered criteria, a screen will be displayed confirming the number of matching transactions found:



Pressing **Yes** will progress to the Cancellation Letters Display screen:



Each row represents a total outstanding amount per risk and client i.e. can represent multiple transactions and currencies. Select a row for inclusion followed by selection of the required Letter Template, following by pressing **Update** to generate the documents. Cancellation Letter templates must be defined within the Admin → Financial → Cancellation Letters function.

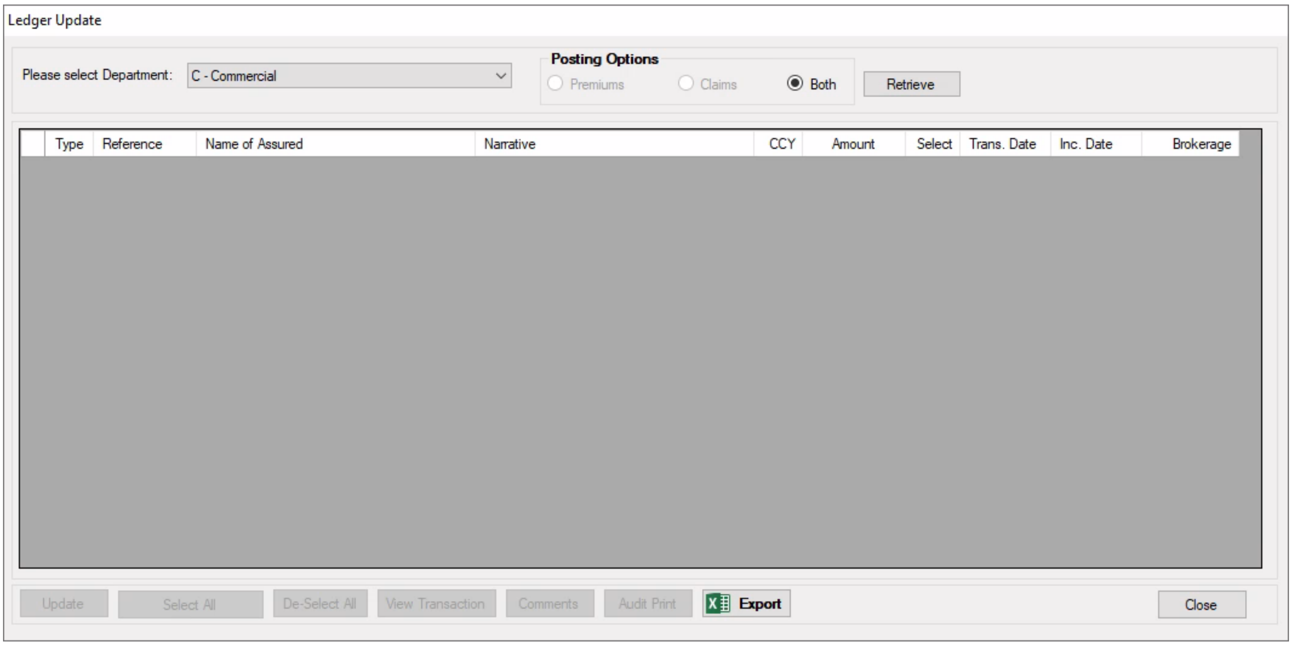
Rows are selected by double-clicking. Subsequent double-clicking will rotate the selection through the following options:

- Letter (create Cancellation Letter for the)
- Pol Stat (create a Cancellation Letter and an Account Statement for all outstanding entries on the selected risk)
- Statement (create a Cancellation Letter and an Account Statement for the selected client)

GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

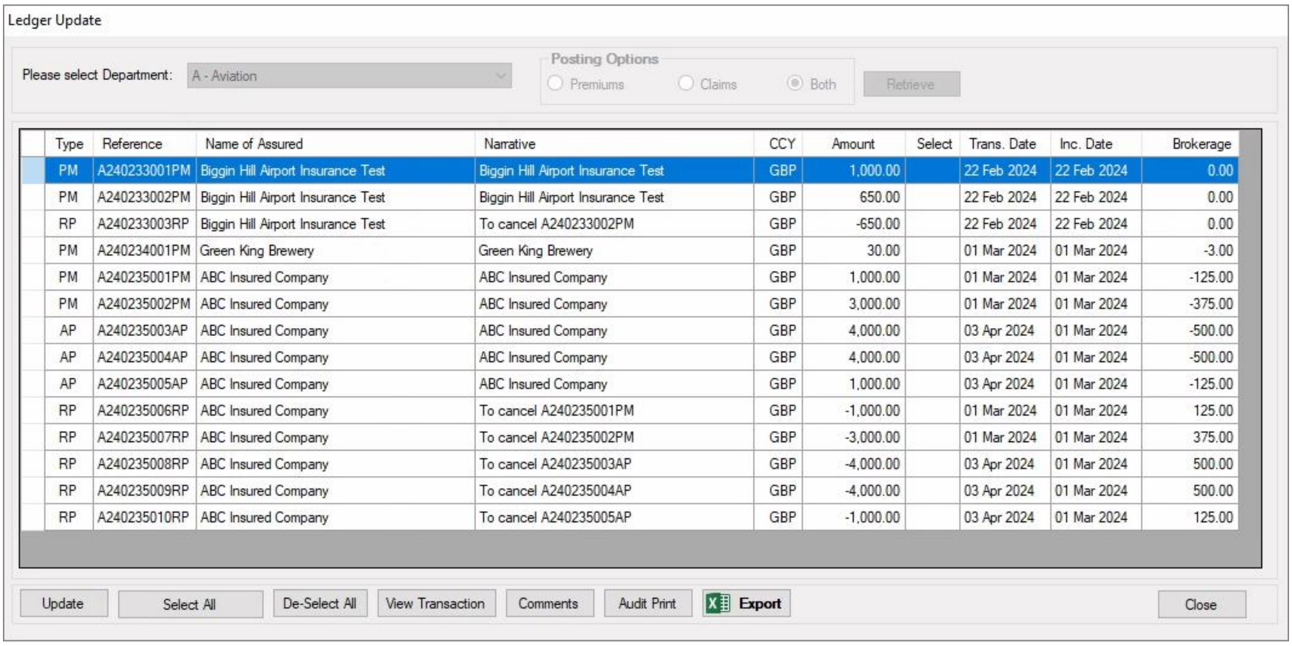
5. Ledger Update

The Ledger Update process will release premium and claims transactions to the accounting ledger. To access Ledger Update, click on the Ledger Update menu or the **Ledger Update** icon on the toolbar. This will display the following screen.



NOTE: There are different default options for the department and transaction type. To change the default settings, please contact gpm.

Select the department and transaction type options as applicable and click on the **Retrieve** button. All relevant transactions will then be displayed.



Ledger Update

Please select Department: A - Aviation

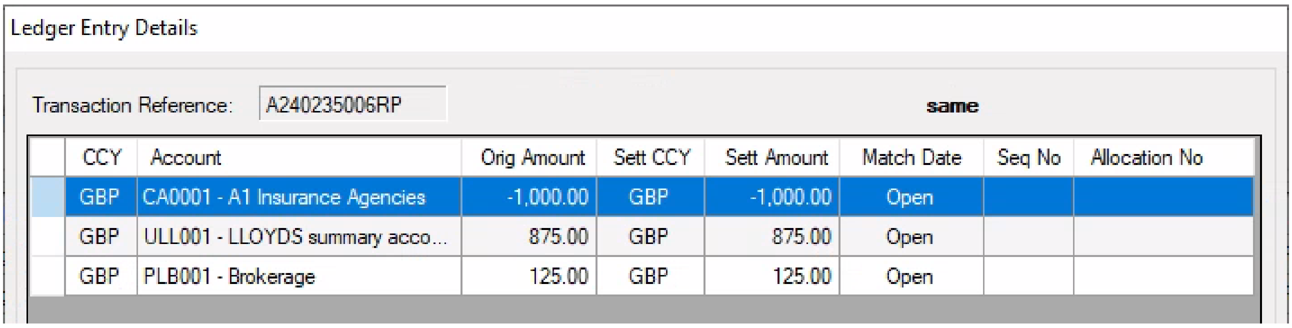
Posting Options: Premiums / Claims / Both — Retrieve

Type	Reference	Name of Assured	Narrative	CCY	Amount	Select	Trans. Date	Inc. Date	Brokerage
PM	A240233001PM	Biggin Hill Airport Insurance Test	Biggin Hill Airport Insurance Test	GBP	1,000.00		22 Feb 2024	22 Feb 2024	0.00
PM	A240233002PM	Biggin Hill Airport Insurance Test	Biggin Hill Airport Insurance Test	GBP	650.00		22 Feb 2024	22 Feb 2024	0.00
RP	A240233003RP	Biggin Hill Airport Insurance Test	To cancel A240233002PM	GBP	-650.00		22 Feb 2024	22 Feb 2024	0.00
PM	A240234001PM	Green King Brewery	Green King Brewery	GBP	30.00		01 Mar 2024	01 Mar 2024	-3.00
PM	A240235001PM	ABC Insured Company	ABC Insured Company	GBP	1,000.00		01 Mar 2024	01 Mar 2024	-125.00
PM	A240235002PM	ABC Insured Company	ABC Insured Company	GBP	3,000.00		01 Mar 2024	01 Mar 2024	-375.00
AP	A240235003AP	ABC Insured Company	ABC Insured Company	GBP	4,000.00		03 Apr 2024	01 Mar 2024	-500.00
AP	A240235004AP	ABC Insured Company	ABC Insured Company	GBP	4,000.00		03 Apr 2024	01 Mar 2024	-500.00
AP	A240235005AP	ABC Insured Company	ABC Insured Company	GBP	1,000.00		03 Apr 2024	01 Mar 2024	-125.00
RP	A240235006RP	ABC Insured Company	To cancel A240235001PM	GBP	-1,000.00		01 Mar 2024	01 Mar 2024	125.00
RP	A240235007RP	ABC Insured Company	To cancel A240235002PM	GBP	-3,000.00		01 Mar 2024	01 Mar 2024	375.00
RP	A240235008RP	ABC Insured Company	To cancel A240235003AP	GBP	-4,000.00		03 Apr 2024	01 Mar 2024	500.00
RP	A240235009RP	ABC Insured Company	To cancel A240235004AP	GBP	-4,000.00		03 Apr 2024	01 Mar 2024	500.00
RP	A240235010RP	ABC Insured Company	To cancel A240235005AP	GBP	-1,000.00		03 Apr 2024	01 Mar 2024	125.00

Update | Select All | De-Select All | View Transaction | Comments | Audit Print | Export | Close

Select the transactions to post, either by double clicking on each individual entry or pressing the **Select All** button. To unselect all the entries then click on the **De-Select All** button.

To view the details of a transaction click on the line of the entry, then click on the **View Transaction** button. The following screen will appear.



Ledger Entry Details

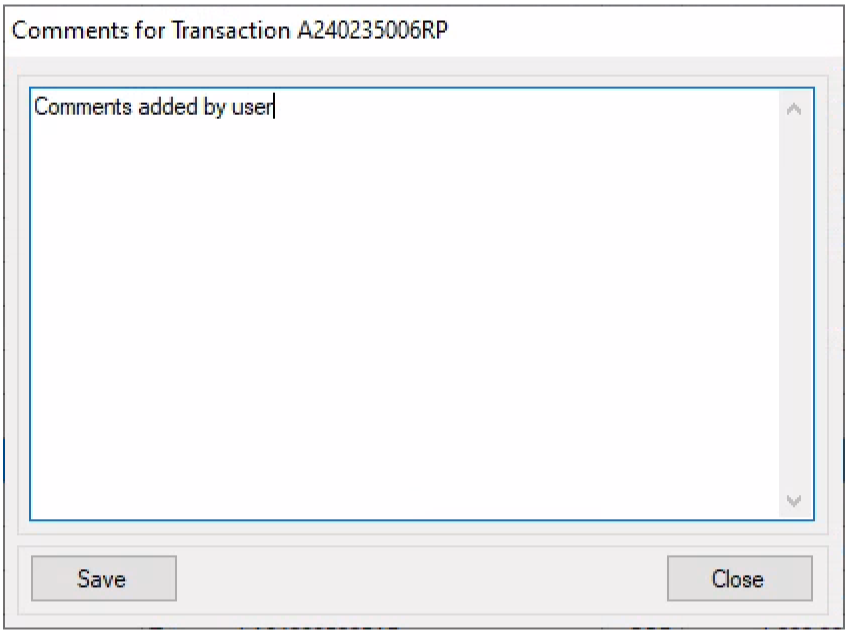
Transaction Reference: A240235006RP

same

CCY	Account	Orig Amount	Sett CCY	Sett Amount	Match Date	Seq No	Allocation No
GBP	CA0001 - A1 Insurance Agencies	-1,000.00	GBP	-1,000.00	Open		
GBP	ULL001 - LLOYDS summary acco...	875.00	GBP	875.00	Open		
GBP	PLB001 - Brokerage	125.00	GBP	125.00	Open		

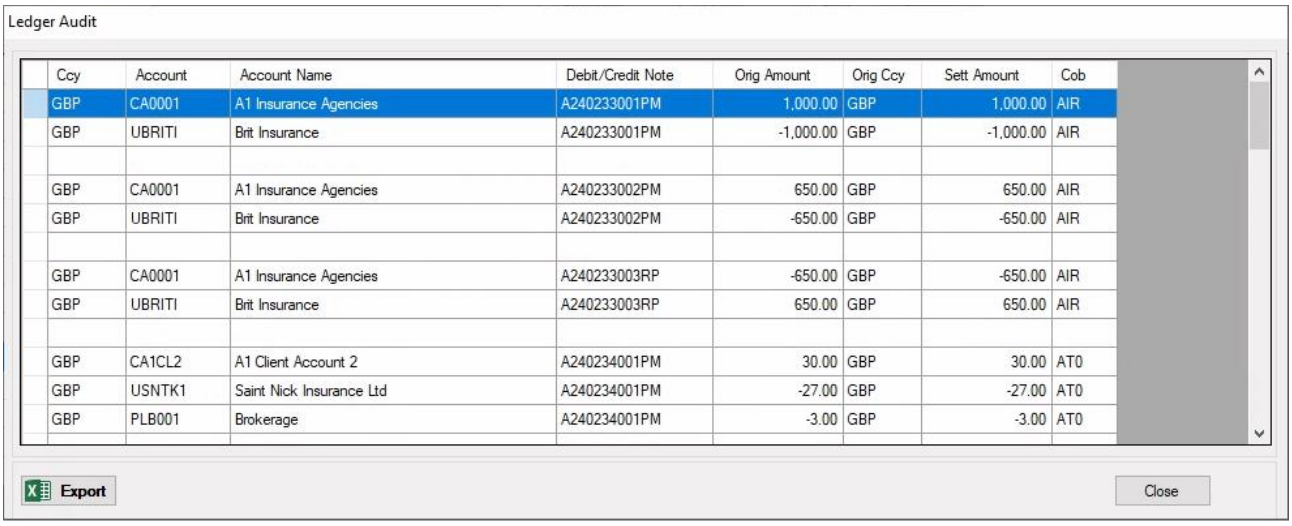
Press the **Close** button to return to the Ledger Update screen.

To add a comment to a transaction or to see any comments that have been created, click on the entry and click on the **Comments** button. The following screen will then be displayed.



Enter comments in the box and then click on the **Save** button. Click on the **Close** button when complete. Entries with a comment will be indicated with a * in the Select column and will not be automatically selected if all transactions are selected for update.

Before updating selected entries to the ledger, it is possible to produce an **Audit Print** which will display the transaction breakdowns.


Ledger Audit

Ccy	Account	Account Name	Debit/Credit Note	Orig Amount	Orig Ccy	Sett Amount	Cob
GBP	CA0001	A1 Insurance Agencies	A240233001PM	1,000.00	GBP	1,000.00	AIR
GBP	UBRITI	Brit Insurance	A240233001PM	-1,000.00	GBP	-1,000.00	AIR
GBP	CA0001	A1 Insurance Agencies	A240233002PM	650.00	GBP	650.00	AIR
GBP	UBRITI	Brit Insurance	A240233002PM	-650.00	GBP	-650.00	AIR
GBP	CA0001	A1 Insurance Agencies	A240233003RP	-650.00	GBP	-650.00	AIR
GBP	UBRITI	Brit Insurance	A240233003RP	650.00	GBP	650.00	AIR
GBP	CA1CL2	A1 Client Account 2	A240234001PM	30.00	GBP	30.00	AT0
GBP	USNTK1	Saint Nick Insurance Ltd	A240234001PM	-27.00	GBP	-27.00	AT0
GBP	PLB001	Brokerage	A240234001PM	-3.00	GBP	-3.00	AT0

Export Close

This listing can be downloaded to Excel if required.

To process the Ledger Update click on the **Update** button. The following screen will then be displayed.

Click on the **OK** button which will then display the Audit report as above.

6. Period End Procedures

The period end options are accessed on the Period End Procedures menu.

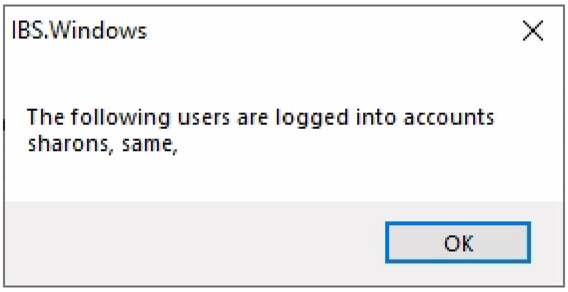
6.1 Period End Process

The purpose of the period end is to evidence all movements in the financial period and identify balances between ibs and the General Ledger Accounting System. The process flow would typically involve the following steps.

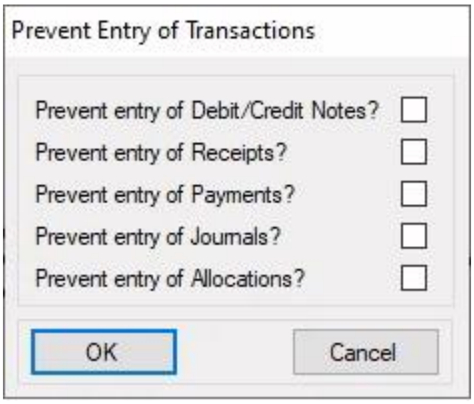
1. This is a time sensitive operation so first, decide when to close the accounting month
2. Restrict updates to the ledger by preventing entry of transactions
3. Update the currency Rates of Exchange
4. Process the Bank Reconciliation process
5. Process the Brokerage Realisation process
6. Run any reports required
7. Run a Trial Balance report
8. Select the Period End option, enabling/disabling period end reports as required
9. Process Release Cash Suspense items operation
10. Enable updates to the ledger

6.2 Prevent Entry of Transactions

Selecting this option disables the posting of cash and processing Ledger Update while accounting month end is being finalised. Select Prevent Entry of Transactions on the Options menu, the following screen will be displayed.



If there are any users logged into the accounts system, other than the current user, the restriction will not apply to these users until they have logged out of the accounts system and back in again. Click **OK** on the above window and the following will be displayed.

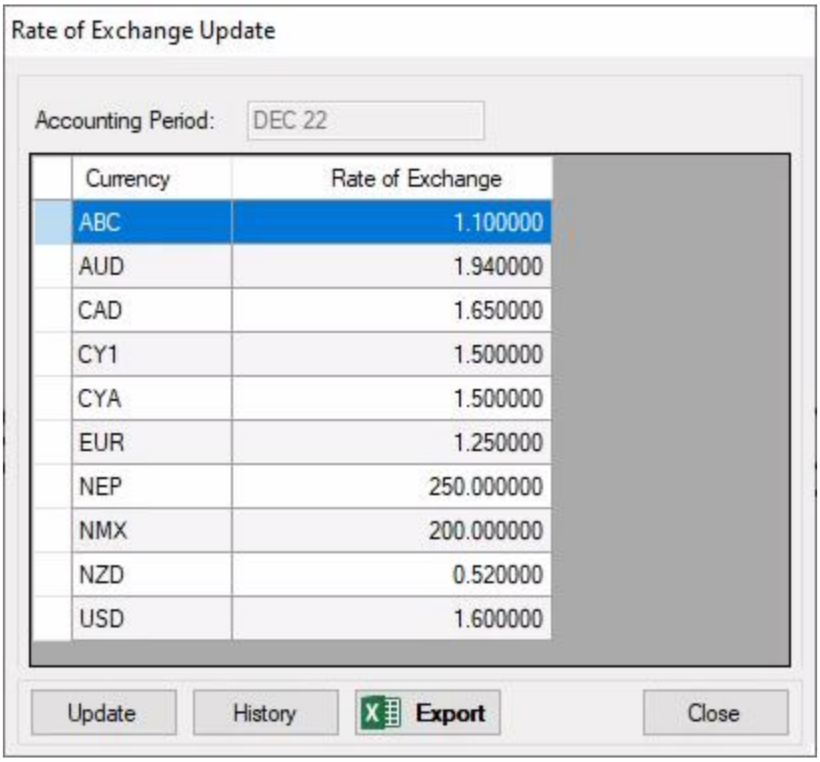


Select the options as required and then click on the **OK** button. If Reset Entry of Transactions is ticked in the month end screen then these options will become unset automatically once month end is processed. Otherwise these settings must be reset in this screen manually.

Click on the **OK** button to exit.

6.3 Rate of Exchange Update

Rates of exchange into base currency may need to be updated to ensure an accurate current valuation in reports. Select Rate of Exchange Update on the Period End Procedures menu. The following screen will then be displayed.



To amend a rate of exchange, click on the current rate and overtype with the new rate. Continue until complete and press the **Close** button.

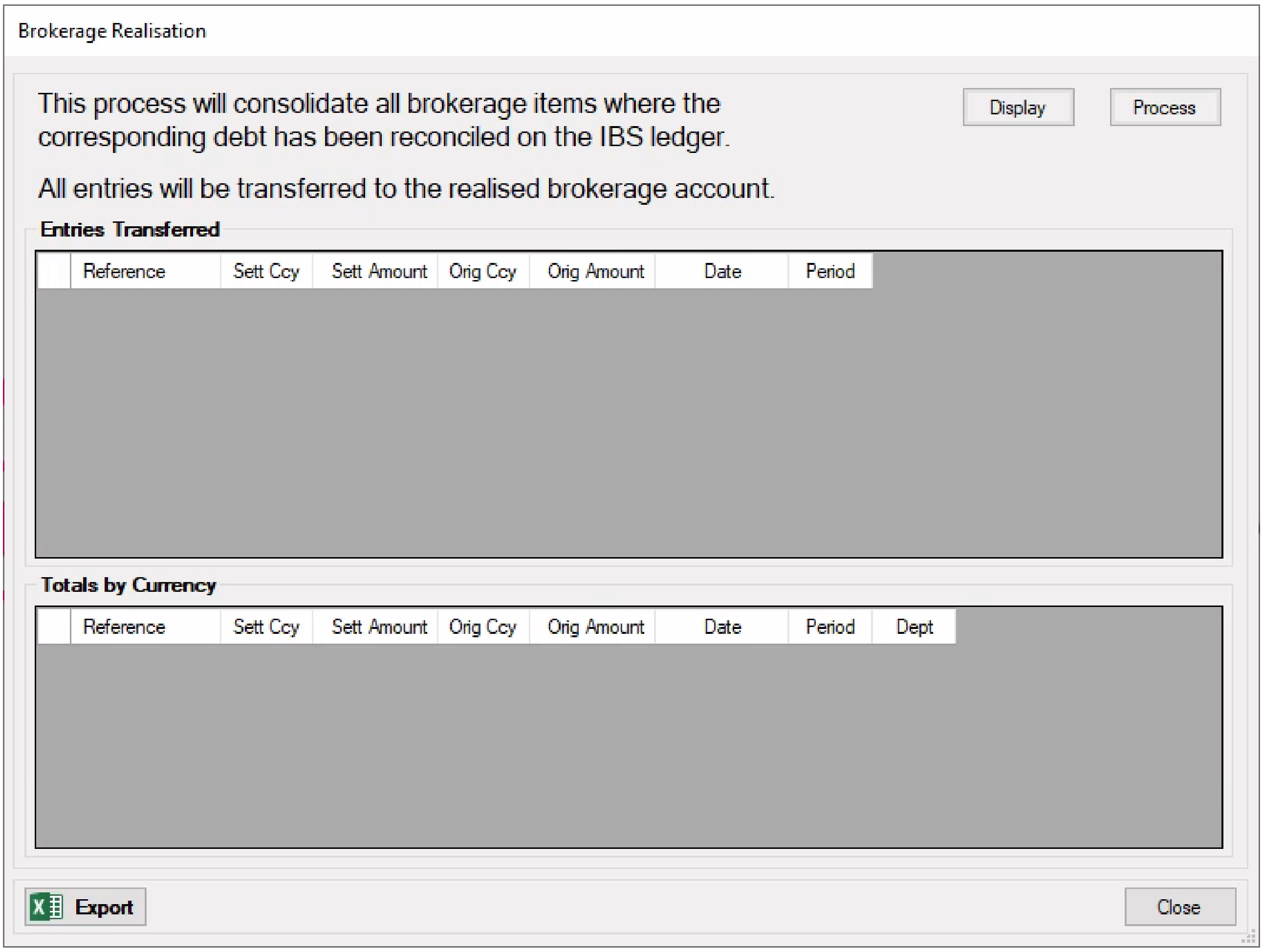
Historical rates can be viewed by selecting the **History** button. The rates can also be exported to Excel.

Note: the Rate of Exchange Update screen from the Accounts menu contains only banking currencies. A full list of the currencies is available from Admin → Table Files → Financial → Currencies.

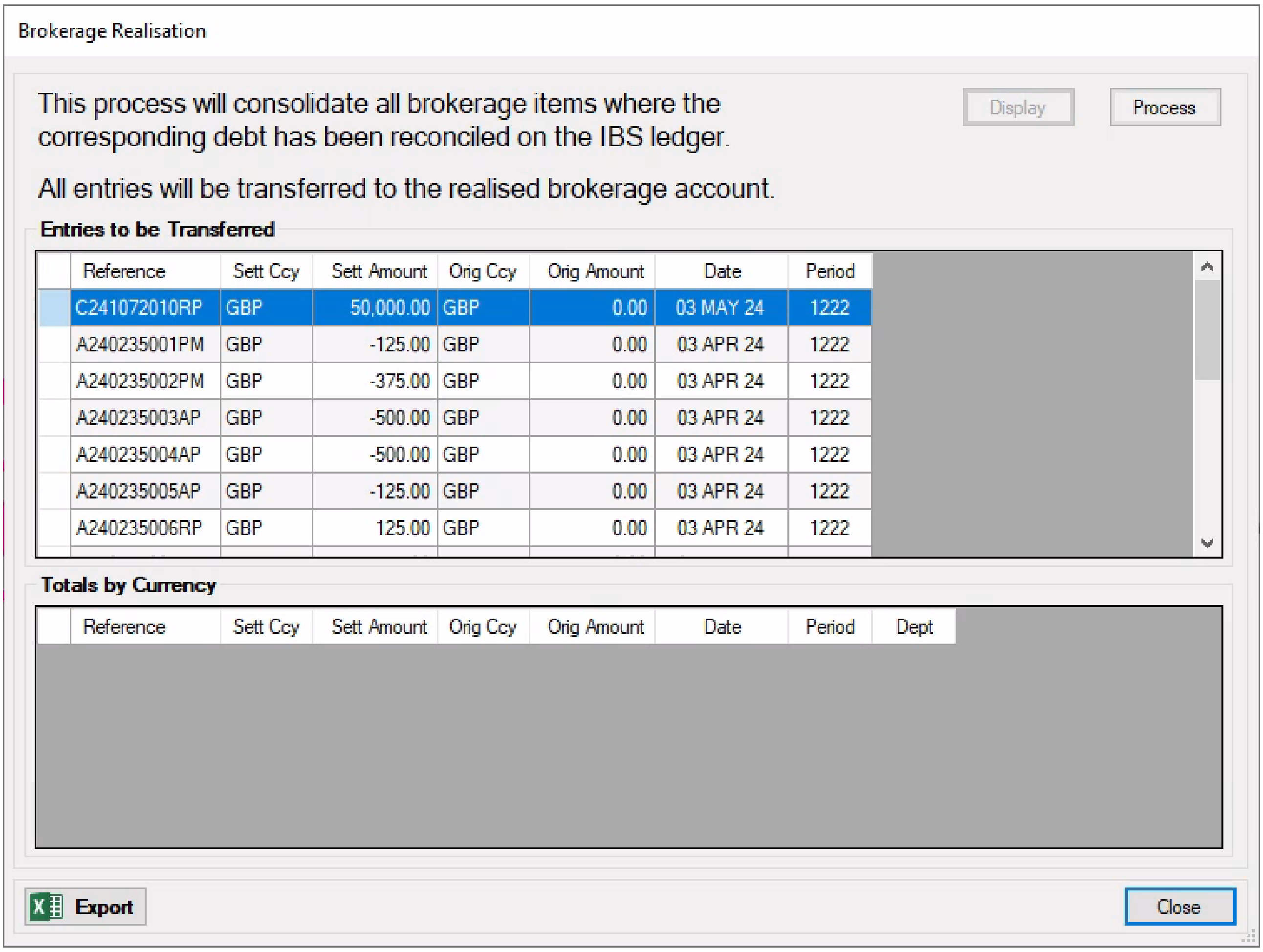
GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

6.4 Brokerage Realisation

Select Brokerage Realisation from the Period End Procedures menu. The following screen is then displayed.



Click **Display** to view the entries to be that are available for realisation.



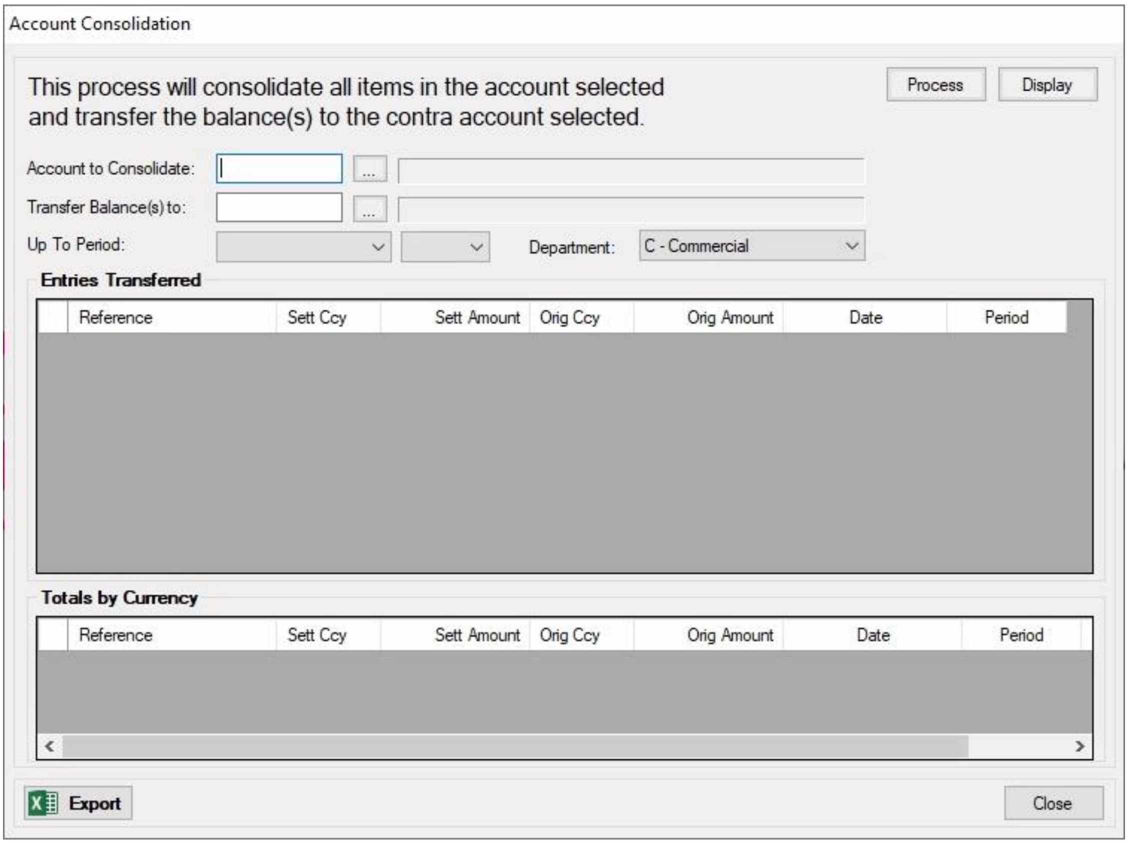
To proceed, click on the **Process** button. This will then allocate the listed transactions and transfer the balance to the realised brokerage account. When this has been done the totals by currency will be displayed.

The listing can be exported to Excel.

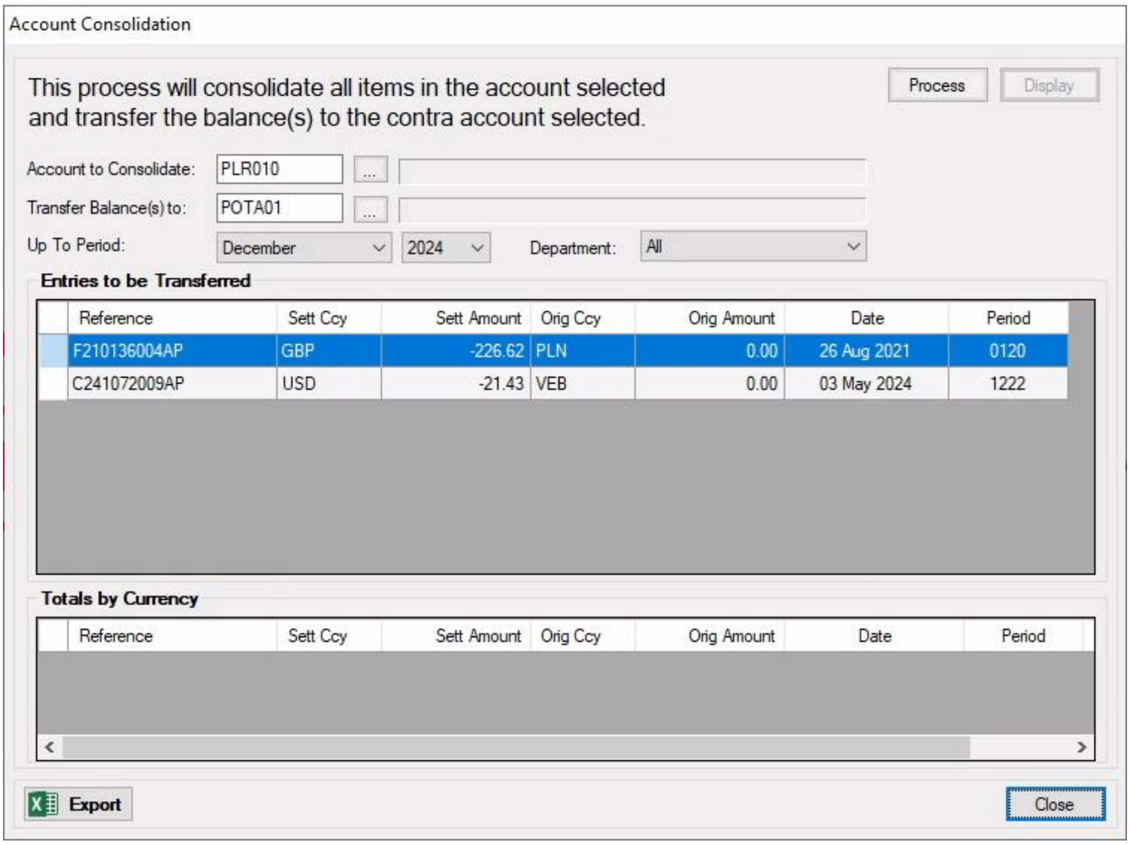
GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd's of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

6.5 Account Consolidation

To transfer the balance of selected nominal P&L accounts to a central P&L account, select the Account Consolidation from the Period End Procedures menu.



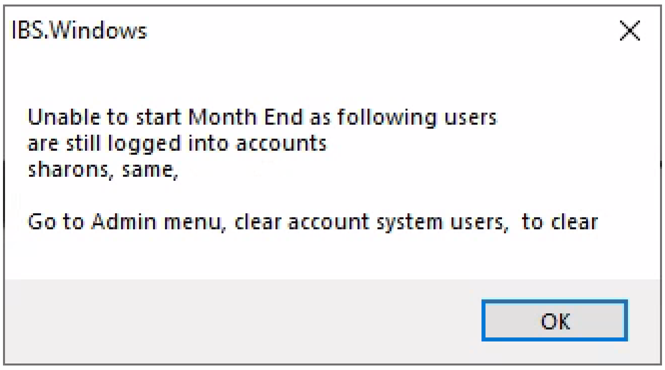
Select the required nominal P&L account in the Account to Consolidate selection and the central P&L account in the Transfer Balance(s) to selection. Select the required period cut-off and Department requirement and press **Display** to view the associated entries.



Press **Process** to perform the transfer. The screen will refresh to show the resulting journal entries created in both accounts.

6.6 Period End

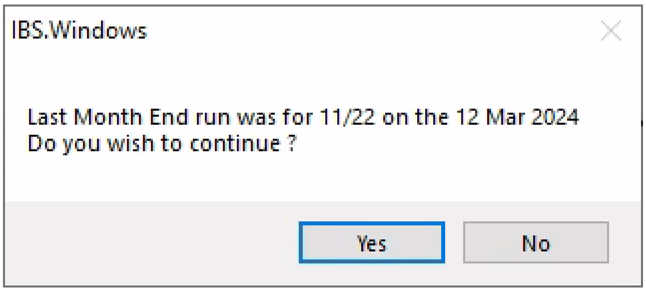
To run month end, select Period End from the Period End Procedures menu. The month end requires that only the current user can be logged into the accounts system while month end is running. The following message will be displayed if any other users are logged into the account system:



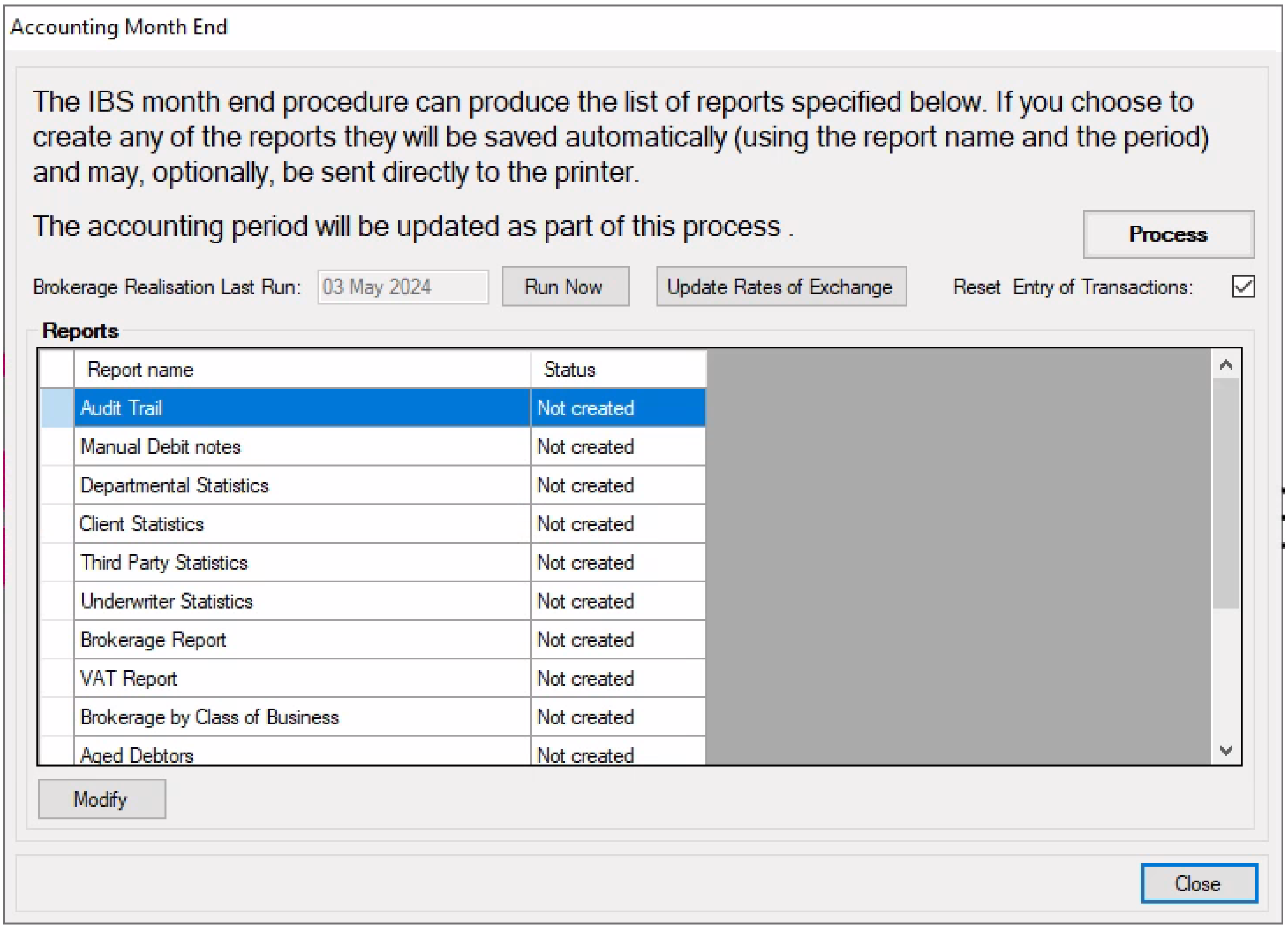
Ensure that the other users have logged out of the accounts system before continuing with the month end.

NOTE: If users have genuinely logged out of the accounts system and are still identified as logged in, these can be cleared by selecting the **Clear Account System Users** option from the Admin menu. This function requires the system administrator password to proceed.

A prompt will be displayed advising the last time a month end was run.



Click the **Yes** button to continue, the following screen will then be displayed.



The screen will display the last date the Brokerage Realisation was run. Brokerage Realisation must be run at least once per financial period and it can be invoked by pressing **Run Now** if required. An option is also available to access the currency exchange rates.

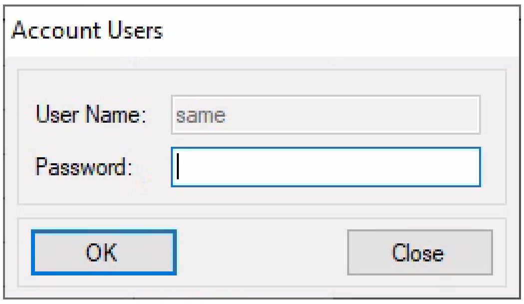
If the Reset Entry of Transactions box is ticked, the options are reset after the month end process has completed.

Select which reports to be run as part of the period end. There are three options to choose from for each report:

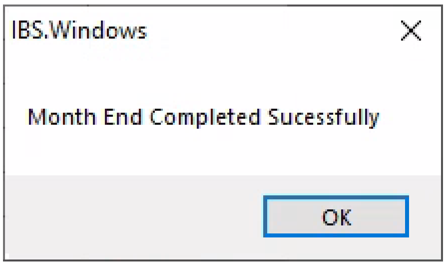
- Print (save a copy of the report into the Accounts folder in the documents directory and also print a hard copy of the report)
- Do Not Print (save a copy of the report into the Accounts file but will not print it)
- Not Created (the report will not be created)

To change the status of each report, double click on the status value until the correct option is displayed. To save the report selections for the next period end, press **Modify**.

Click on the **Process** button to continue with the period end. This requires entry of the month end password.

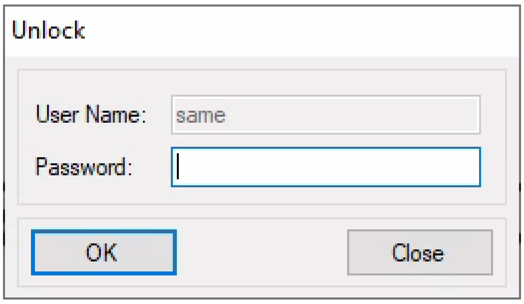


The system will process the month end updates, produce the selected reports and move the system into the next financial month. Once the month end has been completed the following prompt will be displayed.

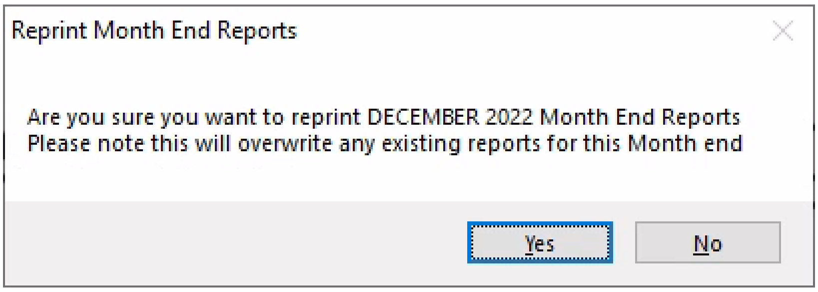


6.7 Reprint Last Month End Reports

If there is a problem preventing the month end reports from being created successfully, they can be regenerated. This must be done **before** any processing takes place on the system to replicate the reports exactly. This is can be done by selecting the Reprint Last Month End Reports option from the Period End Procedures in the menu. This requires entry of the month end password.



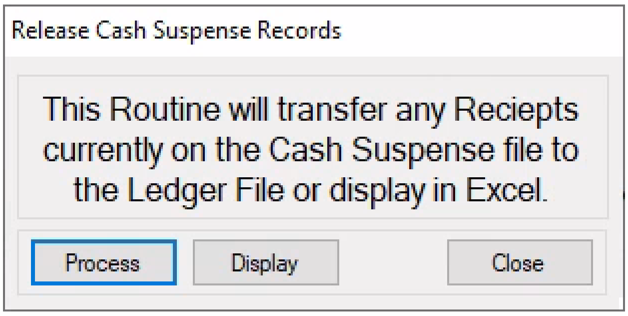
Once entered the following screen is then displayed.



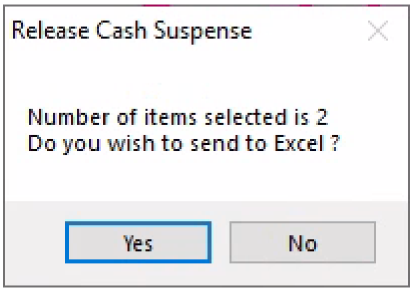
Press **Yes** to regenerate the monthend report.

6.8 Release Cash Suspense Items

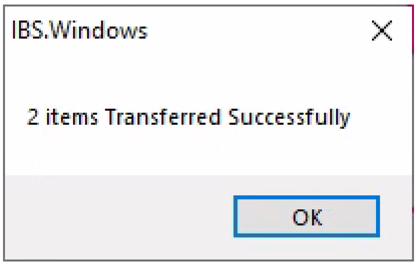
If transactions have been created while the suspension flag was set, they can be released when the period end process is completed. Select the Release Cash Suspense Items from the Period End Procedures menu. The following screen will be displayed.



To view the cash suspense entries before releasing them, click on the **Display** button. The following will then be displayed.



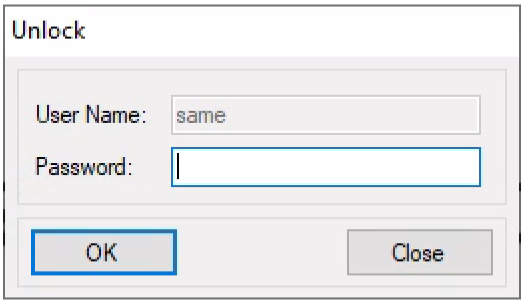
To continue with the release, click on the **Process** button. The following will then be displayed.



Once this has completed click on the **OK** button.

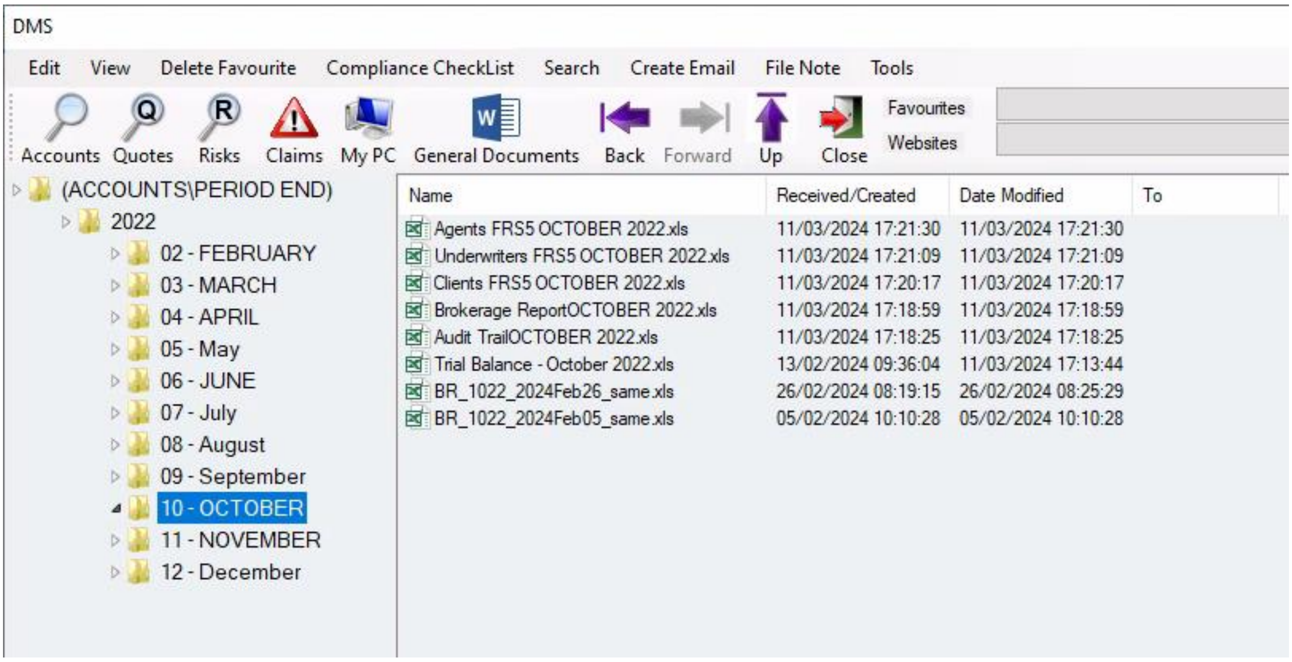
6.9 View Previous Month End Documents

Previous month end documents can be viewed by selecting the View Previous Month End Documents option on the Period End Procedures menu. This requires entry of the month end password.



GPM Development Limited
Registered Address: Kings Parade, Lower Coombe Street, Croydon CR0 1AA
London office: Room 818, Lloyd’s of London, One Lime Street, London EC3M 7DQ
+44 (0)20 8686 9400
info@gpmdev.co.uk
www.gpmdev.co.uk
Company Number: 02292156

The DMS screen is then displayed.

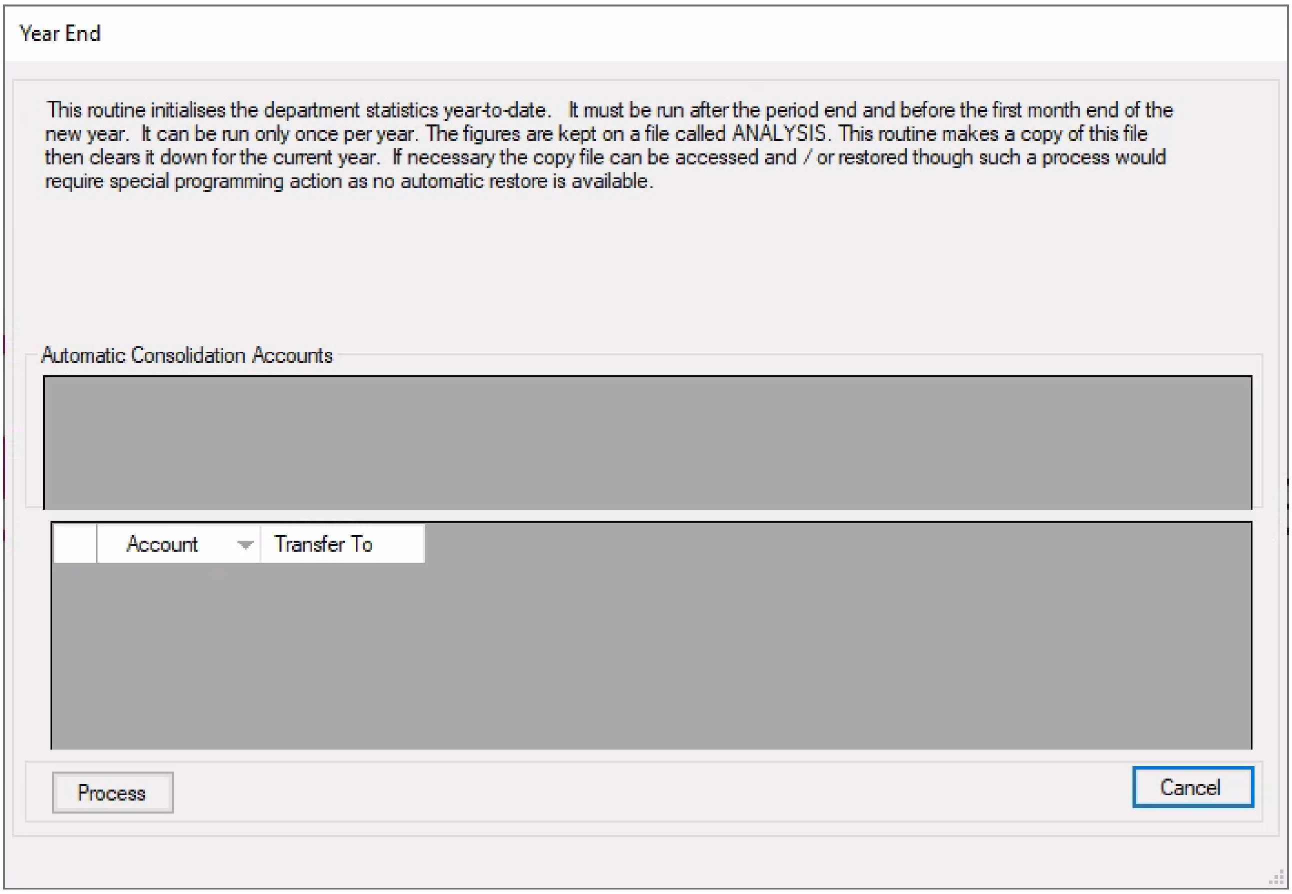


Select the folder of the required year/month. Double click on any report to open. Click on **Close** to exit the screen.

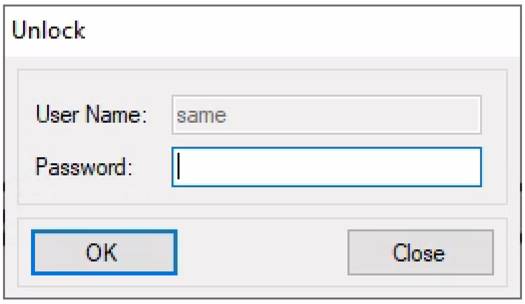
6.10 Year End

The year end process clears down all of the cumulative statistics in the system and moves the ledger period into a new financial year. This procedure can only be run in the first month of a new financial year and the first period end of the new financial year can not be run until a year end is performed.

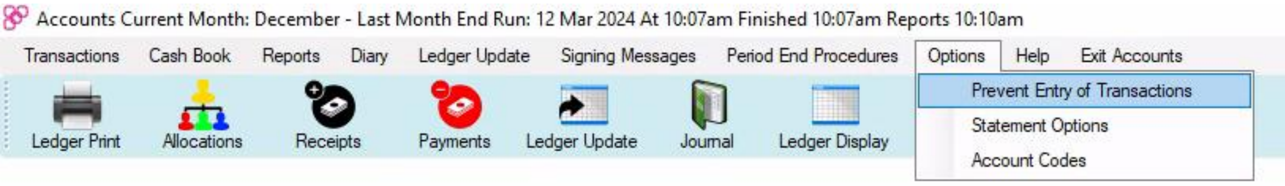
Select Period End from the Period End Procedures menu. The following screen will then be displayed.



Click on the **Process** button to run the Year End. This requires entry of the month end password.

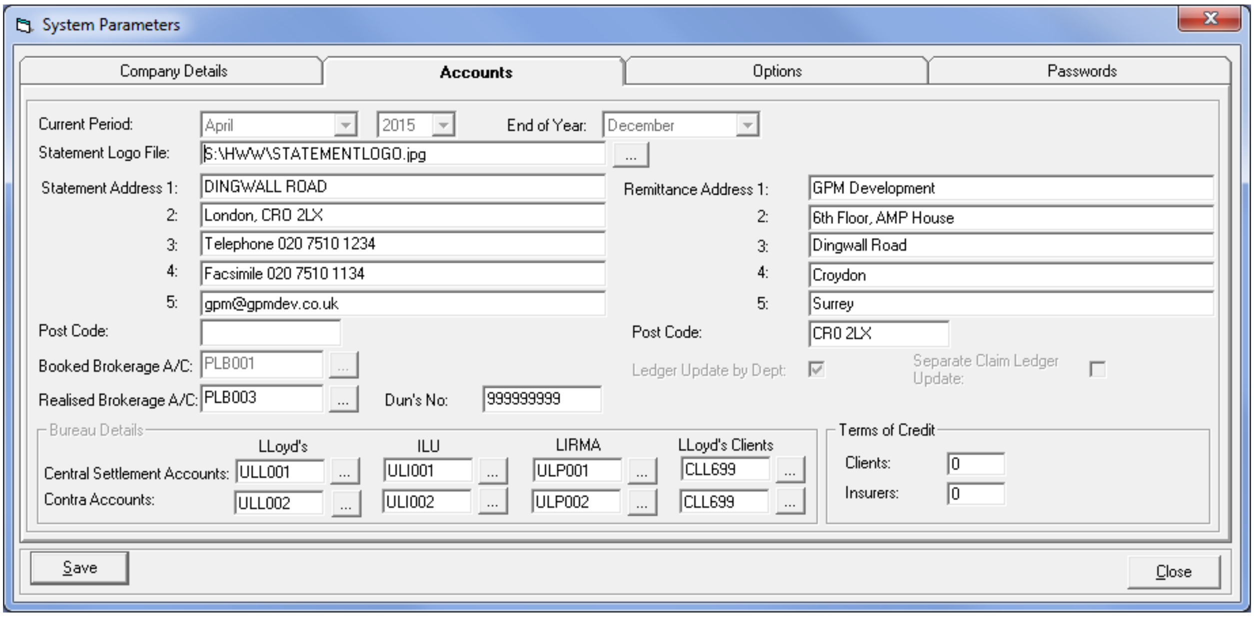


7. Options



7.1 Statement Options

These are the main administration parameters that configured as part of a new ibs implementation. Should these require any change please contact gpmM in order to discuss the implications.



7.2 Account Codes

This function allows creation or view/update existing account details. See the Getting Started Manual on how to create and view Account information.