



integrated broking system

Accounts Manual

GPM Development Limited

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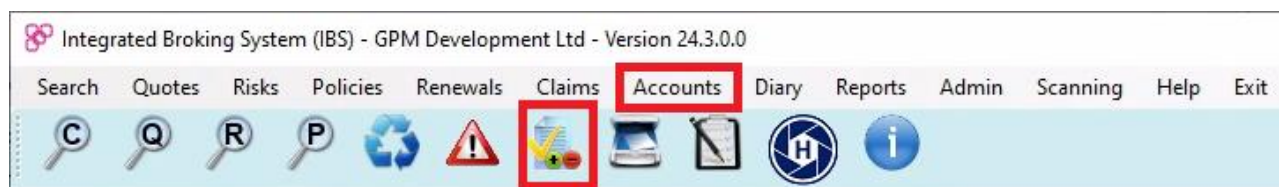
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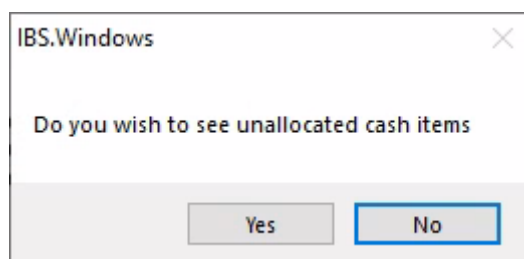


1. Accessing the Accounts System

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.

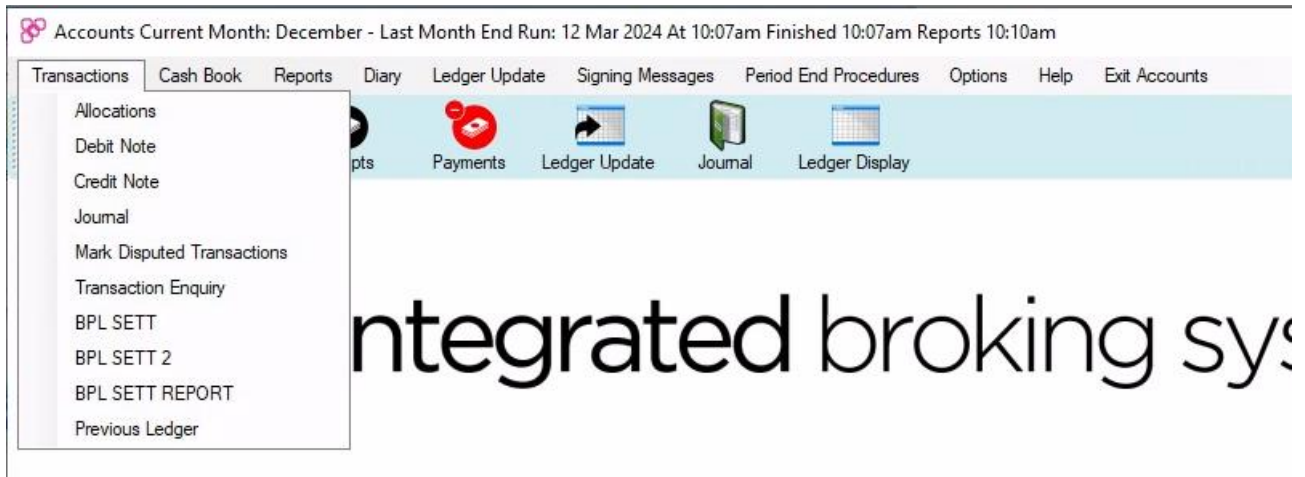


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2. Transactions



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.

Ledger Display (Allocations)

Account: ... Orig. CCY: Sett. CCY: Retrieve Display Options ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Name: Statement

Statement Balance: Balance: Matched Balance: 0.00 0.00

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

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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:

Ledger Selection Criteria

Cash items will be included automatically in the Ledger Display

Assured:

Reference:

Include Periods: ☐

Period From: December 2022

Period To: December 2022

Trans. Date From: 03/05/2024 To: 03/05/2024

Due Date from: 03/05/2024 To: 03/05/2024

Accept Cancel

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

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Ledger Display (Allocations)

Account: CA1234 Orig. CCY: USD Sett. CCY: USD Retrieve Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Name: A1 Insurance Brokers Statement Include Items Matched This Period ☐

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.

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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.

Ledger Display (Allocations)

Account: CA1234 Orig. CCY: USD Sett. CCY: USD Retrieve Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Name: A1 Insurance Brokers Statement

Statement Balance: Balance: 150,294.61 Matched Balance: 41,666.66

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	-102,000.00			29 Aug 2023	
CR	C230607016RP	13 Oct 2023	Javier's Shipping Corporation	-102,000.00	-102,000.00	-102,000.00				29 Aug 2023	
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

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

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.

Funding control

Allocation of this item will result in funding.
A directors authority is required to proceed
Do you wish to continue?

Yes No

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

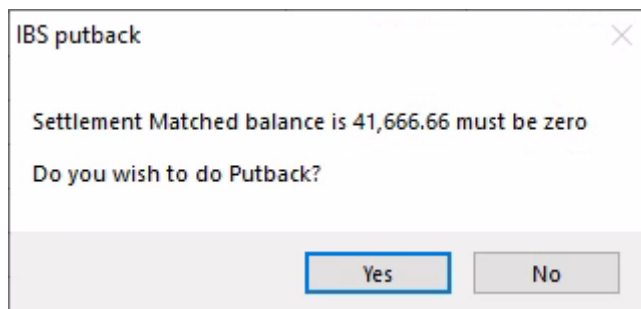
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2.1.3.1 Putback

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



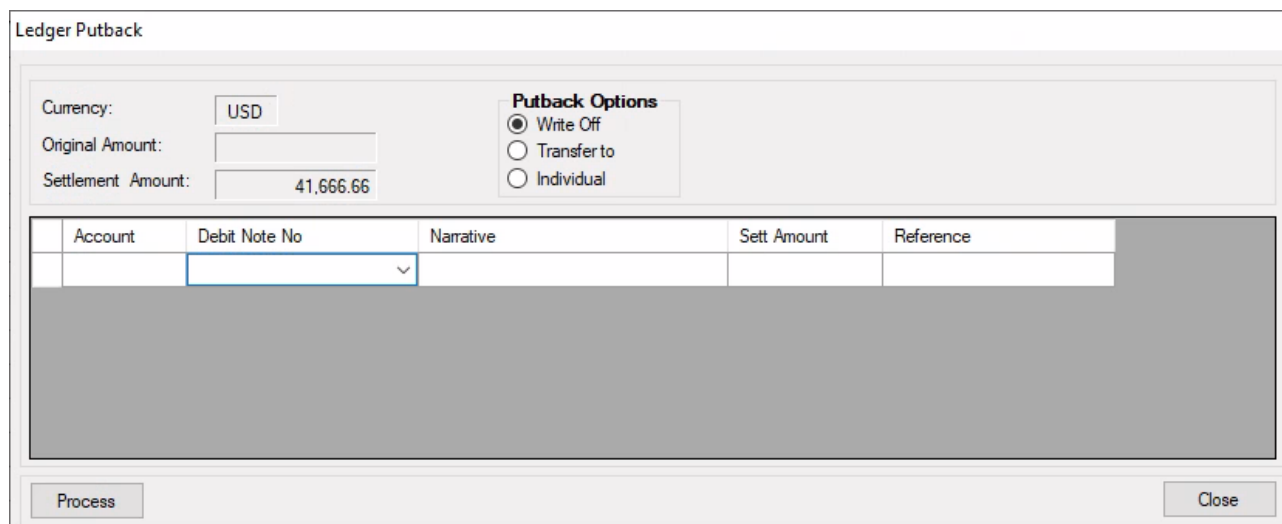
IBS putback

Settlement Matched balance is 41,666.66 must be zero

Do you wish to do Putback?

Yes No

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



Ledger Putback

Currency: USD

Original Amount:

Settlement Amount: 41,666.66

Putback Options

- ☒ Write Off
- ☐ Transfer to
- ☐ Individual

Account	Debit Note No	Narrative	Sett Amount	Reference

Process Close

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.

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Ledger Putback

Currency:

Original Amount:

Settlement Amount:

Putback Options

☐ Write Off

☒ Transfer to

☐ Individual

Transfer: ...

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.

Ledger Putback

Currency:

Original Amount:

Settlement Amount:

Putback Options

☐ Write Off

☐ Transfer to

☒ Individual

Account	Debit Note No	Narrative	Sett Amount	Reference
CA1234	C230607016RP	Outstanding amount	41,666.66	C230607016RP

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.

Ledger Entry Details

Transaction Reference: **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	Open	1	
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	

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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.

IBS revaluation

 This update will result in the revaluation of liabilities.
Do you wish to re-value these transactions?

Yes

No

Cancel

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

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IBS putback

Settlement Matched balance is -21.43 must be zero

Do you wish to do Putback?

Yes

No

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

Ledger Putback

Currency: VEB

Original Amount: 0.00

Settlement Amount: -21.43

Putback Options

☐ Write Off

☒ Transfer to

☐ Individual

Transfer: PLR010

ROE Diff

Account	Debit Note No	Narrative	Sett Amount	Original Amount	Reference

Process

Close

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	

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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.

Ledger Comments

Debit Note: C241072009AP

CCY: VEB

Amount: 250,000.00

Account Handler: [dropdown]

Credit Controller: [dropdown]

Movement Date: 03/05/2024 [calendar icon]

Your Reference: [text box]

Narrative:

Midland Leisure Ltd
Employers Liability

Comments:

[large text area]

Update Close

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.

Ledger Display (Allocations)

Account: CJHL01 Orig. CCY: VEB Sett. CCY: USD Retrieve Statement

Name: James Hamilton Agencies

Statement Balance: Balance: 0.00 Matched Balance: 0 0

Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Include Items Matched This Period ☒ Additional Criteria

Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment	X	Comments	Your R
02 Jun 2024	Midland Leisure Ltd	250,000.00	1,428.57					03 May 2024				
03 May 2024	VEB receipt	-250,000.00	-1,450.00					03 May 2024				
02 Jun 2024	Midland Leisure Ltd	-250,000.00	-1,428.57					03 May 2024				
02 Jun 2024	Midland Leisure Ltd	250,000.00	1,450.00					03 May 2024				
02 Jun 2024	Midland Leisure Ltd	250,000.00	1,428.57					03 May 2024				
03 May 2024	VEB receipt	-250,000.00	-1,450.00					03 May 2024				
03 May 2024	MATCH PUTBACK	0.00	21.43					03 May 2024				

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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.

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

Allocation Details

Export

Close

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

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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

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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.

Policy Summary

File View Diary Documents E-Mail Copy Amend Help Favourites

Policy Number: C241072 (Re)Insured: Midland Leisure Ltd Business Description: Core Cob: EL

Inception Date: 01 May 2024 Address: Unit 13

Expiry Date: 30 Apr 2025 Tamworth

Section Details

Slip	Cob	Description	W/O	Order %	Placed	Closed	Brokerage	Lead Underwriter	Client	Assured
1	EL	Employers Liability (Group: NM)	W	100	100.00	100	10.000	JRP Insurance Management Ltd t/as J...	CHR01	S0048
2	EL	S1 (Group: NM)	W	100	100.00	100	10.000	JRP Insurance Management Ltd t/as J...	JHL	S0048
3	EL	S3 (Group: NM)	W	100	100.00	100	10.000	JRP Insurance Management Ltd t/as J...	JHLE	S0048
4	CCD	A (Group: NM)	W	100.00	100.00	100.00	10.000	Liberty Syndicate	JHLE	S0048

Transaction Details

Suffix	Cob	Section Text	CCY	Amount	Client Due	UW Due	Instalment	Client	Warranty Date	No
001PM	EL	Employers Liability	GBP	25,000.00	01 May 2024	01 Jun 2024	1 of 4	CHR01		
002PM	EL	Employers Liability	GBP	25,000.00	01 Aug 2024	01 Sep 2024	2 of 4	CHR01		
003PM	EL	Employers Liability	GBP	25,000.00	01 Nov 2024	01 Dec 2024	3 of 4	CHR01		
004PM	EL	Employers Liability	GBP	25,000.00	01 Feb 2025	01 Mar 2025	4 of 4	CHR01		
005PM	EL	S1	GBP	100,000.00	31 May 2024	03 Jul 2024		JHL		
006PM	EL	S3	GBP	100,000.00	31 May 2024	03 Jul 2024		JHLE		

Premiums/Claims

Currency	Gross Premium	App. Premium	Net Client	Net Uwr	Claims Paid	Claims Outstanding	Net from Client	Claim Ratio%	Client Paid
GBP	312,345.00	312,345.00	312,345.00	281,110.50	0.00	0.00	312,345.00		278,500.00
VEB	500,000.00	500,000.00	500,000.00	450,000.00	0.00	0.00	500,000.00		500,000.00

Transaction Details Section Details Sums Insured Claims Create Renewal Quote Export Close

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.

Ledger Display (Allocations)

Account: CJHL01 Orig. CCY: GBP Sett. CCY: GBP Retrieve Display Options

Name: James Hamilton Agencies Statement Include Items Matched This Period Additional Criteria

Statement Balance: Balance: -517,500.00 Matched Balance: -517,500.00

Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment
REC	000272	03 May 2024	A	-7,500.00	-7,500.00	-7,500.00	-7,500.00		Yes	03 May 2024	
REC	000273	03 May 2024	Remainder	-10,000.00	-10,000.00	-10,000.00	-10,000.00		Yes	03 May 2024	
CR	C241072010RP	02 Jun 2024	Midland Leisure Ltd	-500,000.00	-500,000.00	-500,000.00	-500,000.00			03 May 2024	

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

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Payments

Payment

Type: BGD Payee (if diff):
Date: 03 May 2024 Payee Address (if diff):
Bank Account: PLB994 - Bank Account Narrative: Payment
Balance: Amount to Pay: 517,500.00

Update Cancel

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.

Partial Allocation Details

Transaction: C241072011AP Date: 01 May 2024 Policy No: C241072

Settlement Currency
Amount: 12,500.00
Outstanding: 12,500.00
Amount to Allocate: 10,000.00

Original Currency
Amount:
Outstanding:
Amount to Allocate: 0

Write off to diff Account: ☐

Accept Cancel

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**.

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Ledger Display (Allocations)

Account: CJHL01 Orig. CCY: GBP Sett. CCY: GBP Retrieve

Name: James Hamilton Agencies Statement

Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Include Items Matched This Period ☐

Statement Balance: Balance: 40,000.00 Matched Balance: 0.00

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.

Ledger Display (Allocations)

Account: CJHL01 Orig. CCY: GBP Sett. CCY: GBP Retrieve

Name: James Hamilton Agencies Statement

Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Include Items Matched This Period ☐

Statement Balance: Balance: 40,000.00 Matched Balance: 0

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.

Write off

User Name: same

Password:

OK Close

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

Ledger Display (Allocations)

Account: CJHL01 Orig. CCY: GBP Sett. CCY: GBP Retrieve

Name: James Hamilton Agencies Statement

Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Include Items Matched This Period ☐

Statement Balance: Balance: 40,000.00 Matched Balance: 0

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

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2.1.10 Split

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

Ledger Splits

Debit Note: Original Currency: Original Amount:

Rate of Exchange: Settlement Currency: Settlement Amount:

Sett Amount	Narrative
2,000.00	Midland Leisure Ltd
500.00	Midland Leisure Ltd

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.

Ledger Display (Allocations)

Account: Orig. CCY: Sett. CCY: Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items

Name:

Statement Balance: Balance: Matched Balance:

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

Ledger Display (Allocations)

Account: Orig. CCY: Sett. CCY: Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items

Name:

Statement Balance: Balance: Matched Balance:

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

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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.

Ledger Display (Allocations)

Account: CJHL01 Orig. CCY: GBP Sett. CCY: GBP Retrieve Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Name: James Hamilton Agencies Statement

Statement Balance: Balance: 40,000.00 Matched Balance: 0

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		W	Yes	03 May 2024	1 of 4

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.

Ledger Display (Allocations)

Account: CJHL01 Orig. CCY: GBP Sett. CCY: GBP Retrieve Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Name: James Hamilton Agencies Statement

Statement Balance: 27,000.00 Balance: 40,000.00 Matched Balance: 0

Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment	X
41072012AP	01 Aug 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	2 of 4	*
41072013AP	01 Nov 2024	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	3 of 4	*
41072014AP	01 Feb 2025	Midland Leisure Ltd	12,500.00	12,500.00	12,500.00			Yes	03 May 2024	4 of 4	*
41072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	2,000.00			Yes	03 May 2024	1 of 4	*
41072011AP	01 May 2024	Midland Leisure Ltd	12,500.00	12,500.00	500.00			Yes	03 May 2024	1 of 4	*

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

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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.

Manual Debit Note

Debit Note: C241072099AP

Type: Additional Premi

Date: 03 May 2024

Client Due: 03 May 2024

Insurer Due: 03 May 2024

Class of Business: Dept C: E - Energy

Narrative: Debit for additional cover

Original CCY: GBP

Rate of Exchange: 1

Gross Premium: 5,000.00

Settlement CCY: GBP

IPT Amount: 620.00

Account Code	Name	Debit	Credit	Orig CCY Debit	Orig CCY Credit
CJHL01	James Hamilton Agencies	5,620.00			
UEMIRA	Emirates		5,620.00		

Update

Close

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 is 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.

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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.

Journal

File

Journal Reference: 23

Original Currency: GBP

Settlement Currency: GBP

Rate of Exchange: 1

Date: 3 May 2024

Narrative: Journal for correction

Balance: 0.00

IBS Ref	Account	Name	Debit	Credit	Orig Debit	Orig Credit	Due Date	Narrative
	CJHL01	James Hamilton Agencies	100				03 May 2024	
	UEMIRA	Emirates		100			03 May 2024	

Update

Close

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.

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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.

Debit Note Details			
Policy Number:	C241072	Date:	03 May 2024
Currency:	GBP	Client Due:	01 May 2024
Gross:	25,000.00	Uwtr Due:	01 Jun 2024
Payment type:	Normal	Warranty Date:	
Client:	CHR01 - The Christmas Company		
Narrative:	To premium in respect of certificate attached		
Mark as disputed:	☒		
Suppress from Statements:	☐		
Comments:			

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.

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Ledger Display (Allocations)

Account: CCHR01 Orig. CCY: GBP Sett. CCY: GBP Retrieve Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Name: The Christmas Company Statement Include Items Matched This Period: ☒

Statement Balance: Balance: 146,500.00 Matched Balance: 0

Type	Reference	Due Date	Narrative	Orig. Amount	Sett. Amount	Outstanding	Allocate	WR	Payable	Trans. Date	Instalment
DB	C230934001PM	23 Jan 2024	Gooseberry Turtle	150,000.00	150,000.00					22 Dec 2023	
DB	C230934002AP	21 Jan 2024	Gooseberry Turtle	5,000.00	5,000.00					22 Dec 2023	
DB	C240973001PM	02 Mar 2024	Toby Jug Limited	1,150.00	1,150.00					01 Feb 2024	
DB	C241072001PM	01 May 2024	Midland Leisure Ltd	25,000.00	25,000.00					03 May 2024	1 of 4
DB	C241072002PM	01 Aug 2024	Midland Leisure Ltd	25,000.00	25,000.00					03 May 2024	2 of 4

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.

Transaction Search

Policy Number:

Dr/Cr Number:

Account Code:

Signing Number:

Signing Date:

Amount:

Original CCY:

Search Close

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

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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 DatesTransaction DetailsCommentsSigning NumbersC and RCancelSelectExportClose

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 DetailsExportClose

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

The screenshot shows a software window titled "Allocation Entry Details". At the top, there is a label "Allocation Reference:" followed by a text box containing the number "831". Below this is a table with four columns: "Transaction", "Date", "Amount", and "Narrative". The table contains two rows of data. The first row has a blue header background. The second row has a white background. Below the table is a large grey rectangular area. At the bottom of the window, there are four buttons: "De Allocate", "Export" (with a green Excel icon), "Allocation Summary" (with a green Excel icon), and "Close".

Transaction	Date	Amount	Narrative
C241072001PM	03 May 2024	25,000.00	Midland Leisure Ltd
000268	03 May 2024	-25,000.00	X

Click on the **Close** button.

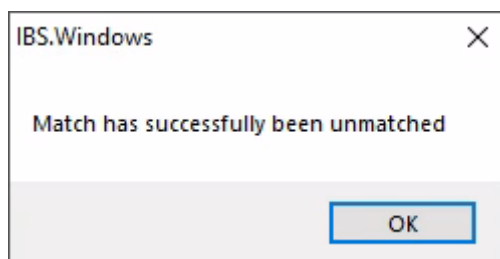
2.5.1.1 De-allocation

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.

The screenshot shows a small dialog box titled "De Allocate" with a close button (X) in the top right corner. The text inside the dialog box asks: "Are you sure you wish to unallocate this match. ?". At the bottom of the dialog box, there are two buttons: "Yes" and "No".

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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.

Signing Numbers					
Transaction					
Trans. Number	C241072015AP	Slip Number:	4	Class of Business:	CCD
Slip	Cob	Currency	Percentage	Bureau	Signing Number
4	CCD	GBP	100.00	LLOYDS	

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.

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Debit/Credit note enquiry for transaction C241072015AP

File Sections Help

Policy Details Third Party Details Tax

Details

Policy Number:	C241072	Account Code:	JHLE	...	
(Re)Insured:	Midland Leisure Ltd	Account Name:	James Hallam (Edinburgh)		
Period:	01 May 2024	to	30 Apr 2025	Address:	Edinburgh
Type:	Additional Premium	Date Produced:	09 May 2024	Effective Date:	09 May 2024
Debit Note Details:	To premium in respect of certificate attached		Ledger Narrative: Midland Leisure Ltd Employers Liability		
Original Currency:	GBP	Settlement Currency:	GBP	Rate of Exchange:	1.000000
Gross Premium:	24,000.00	Applicable Premium:	24,000.00	Payment Details ☒ Normal ☐ Paid Direct	

Terms of Trade

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

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		Policy Fees		Admin Fees		Charitable Donation	
Include:	☐	Policy	☐	Admin	☐	Ch Don	☐
Fee:		Fee:		Fee:		Fee:	
Market Subscription Brokerage:		☐	Profit Commission:	☐	Premium Credit:	☐	

Re-print

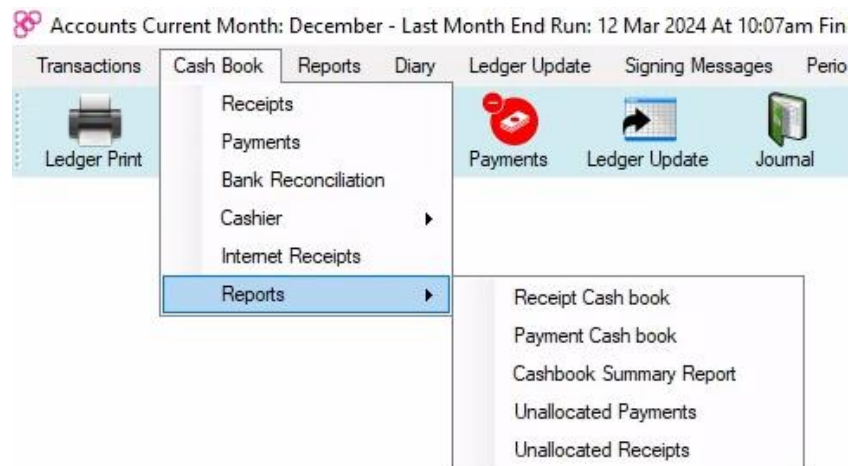
Close

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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.

Receipts Cash Book

Receipt Totals

Total Amount: Number of Entries: Receipt Date:

Original Currency: Settlement Currency: Rate of Exchange:

Bank A/C: Bank A/C Ref: Multiple Cash Book References: ☒

Receipt No	Account Code	Account Name	Address	Narrative	Amount	Orig Amount

Totals: Number of Lines: Amounts:

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.

Receipts Cash Book

Receipt Totals

Total Amount: 20,000.00 Number of Entries: Receipt Date: 9 May 2024

Original Currency: GBP Settlement Currency: GBP Rate of Exchange: 1

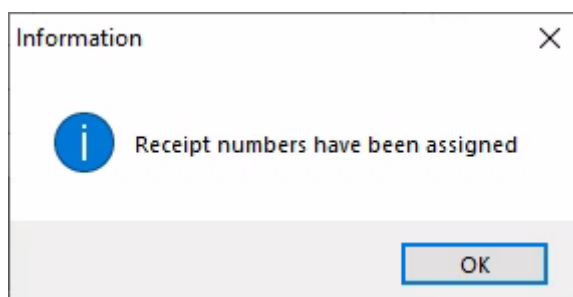
Bank A/C: PLB994 - Bank Account Bank A/C Ref: Receipt X Multiple Cash Book References: ☒

Receipt No	Account Code	Account Name	Address	Narrative	Amount	Orig Amount
	CJHL01	James Hamilton Agencies	London	Receipt X	15,000.00	
	CAWC01	AWC Insurance	24 Church Street West	Receipt X	5,000.00	

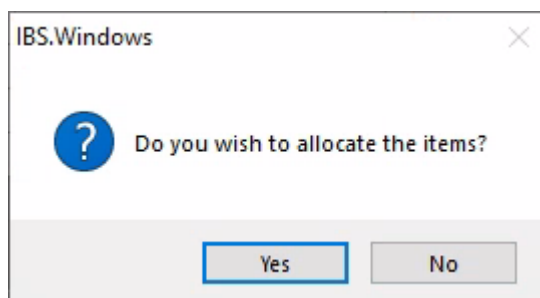
Totals: Number of Lines: 2 Amounts: 20,000.00 0.00

Process Close

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.

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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:

Payments

File Edit Help

Payment

Original Currency: Account: ...

Settlement Currency: Payee (if diff):

Type: Payee Address (if diff):

Date: 9 May 2024

Cheque Number:

Multiple Cash Book References: ☒ Narrative:

Amount to Pay: Original Amount to Pay:

Bank Account:

Payment Ref	Account	Account Name	Narrative	Amount	Orig Amount

Totals Number of Lines: 0.00 Amounts: 0.00 0.00

Update Close

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.

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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.

Payments

File Edit Help

Payment

Original Currency: Account: ...

Settlement Currency: Payee (if diff):

Type: Payee Address (if diff):

Date:

Multiple Cash Book References: ☒ Narrative:

Amount to Pay: Original Amount to Pay:

Bank Account:

Payment Ref	Account	Account Name	Narrative	Amount	Orig Amount
	UGENES	General Espana	Payment	900.00	

Totals Number of Lines: Amounts:

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

IBS.Windows

?

Do you wish to allocate the items?

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

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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.

Ledger Display (Bank Reconciliation)

Account: PLB994 Orig. CCY: GBP Sett. CCY: GBP Retrieve Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Name: Bank Account Statement Matched

Statement Balance: Balance: 7,971,160.91 Matched Balance: 5,845,070.49

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.

Ledger Display (Bank Reconciliation)

Account: PLB994 Orig. CCY: GBP Sett. CCY: GBP Retrieve Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Name: Bank Account Statement Matched

Statement Balance: Balance: 7,971,160.91 Matched Balance: 2,049,543.42

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.

Ledger Display (Bank Reconciliation)

Account: PLB994 Orig. CCY: GBP Sett. CCY: GBP Retrieve Display Options: ☒ Open Items Only ☐ Payable only ☐ All Items Additional Criteria

Name: Bank Account Statement Matched

Statement Balance: Balance: 7,971,160.91 Matched Balance: 7,971,160.91

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

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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.

A screenshot of a software dialog box titled "Receipts - Cash Book". Inside the dialog, there is a section titled "Report Parameters" with the instruction "Enter the start and end date for the Report." Below this, there are three input fields: "Start Date:" with a date picker showing "1 May 2024", "End Date:" with a date picker showing "9 May 2024", and "Settlement Currency:" with a dropdown menu showing "[ALL]". At the bottom of the parameters section, there are two radio buttons: "Word:" (unselected) and "Excel:" (selected). At the very bottom of the dialog box, there are two buttons: "Create" and "Close".

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

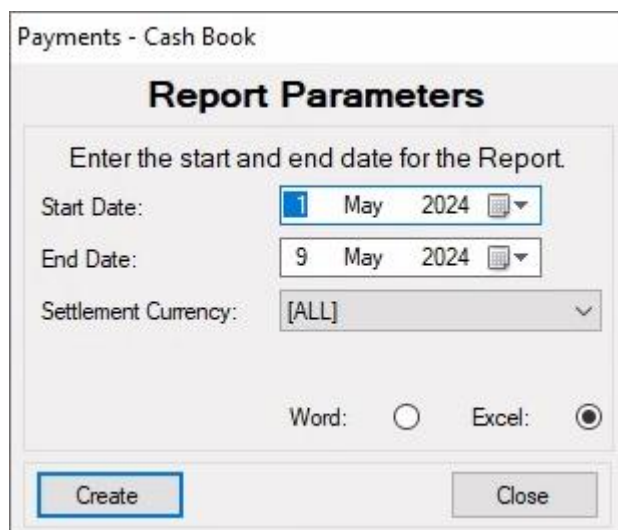
Items shown in red are over the FCA limit for unallocated cash.

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3.4.2 Payments Cashbook

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



The screenshot shows a dialog box titled "Payments - Cash Book". Inside, there is a section titled "Report Parameters" with the instruction "Enter the start and end date for the Report". It contains three input fields: "Start Date:" with a date picker showing "1 May 2024", "End Date:" with a date picker showing "9 May 2024", and "Settlement Currency:" with a dropdown menu showing "[ALL]". Below these fields are two radio buttons: "Word:" (unselected) and "Excel:" (selected). At the bottom are two buttons: "Create" and "Close".

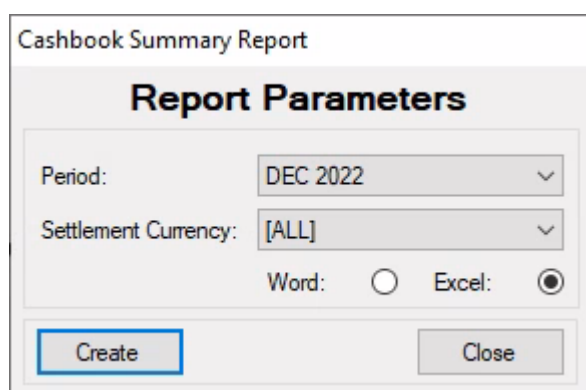
Enter the required date range, currency and department and click on the **Create** button.

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.



The screenshot shows a dialog box titled "Cashbook Summary Report". Inside, there is a section titled "Report Parameters" with the instruction "Enter the start and end date for the Report". It contains two input fields: "Period:" with a dropdown menu showing "DEC 2022" and "Settlement Currency:" with a dropdown menu showing "[ALL]". Below these fields are two radio buttons: "Word:" (unselected) and "Excel:" (selected). At the bottom are two buttons: "Create" and "Close".

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



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.

The screenshot shows a dialog box titled "Payments - Unallocated". Inside, there is a section titled "Report Parameters". This section contains three input fields: "Range of Accounts from:" with a text box and a dropdown arrow, "Range of Accounts to:" with a text box and a dropdown arrow, and "Settlement Currency:" with a dropdown menu currently showing "[ALL]". Below these is a "Report Format" section with two radio buttons: "Word" and "Excel", with "Excel" being selected. At the bottom of the dialog are two buttons: "Create" and "Close".

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.

The screenshot shows a dialog box titled "Receipts - Unallocated". Inside, there is a section titled "Report Parameters". This section contains three input fields: "Range of Accounts from:" with a text box and a dropdown arrow, "Range of Accounts to:" with a text box and a dropdown arrow, and "Settlement Currency:" with a dropdown menu currently showing "[ALL]". Below these is a "Report Format" section with two radio buttons: "Word" and "Excel", with "Excel" being selected. At the bottom of the dialog are two buttons: "Create" and "Close".

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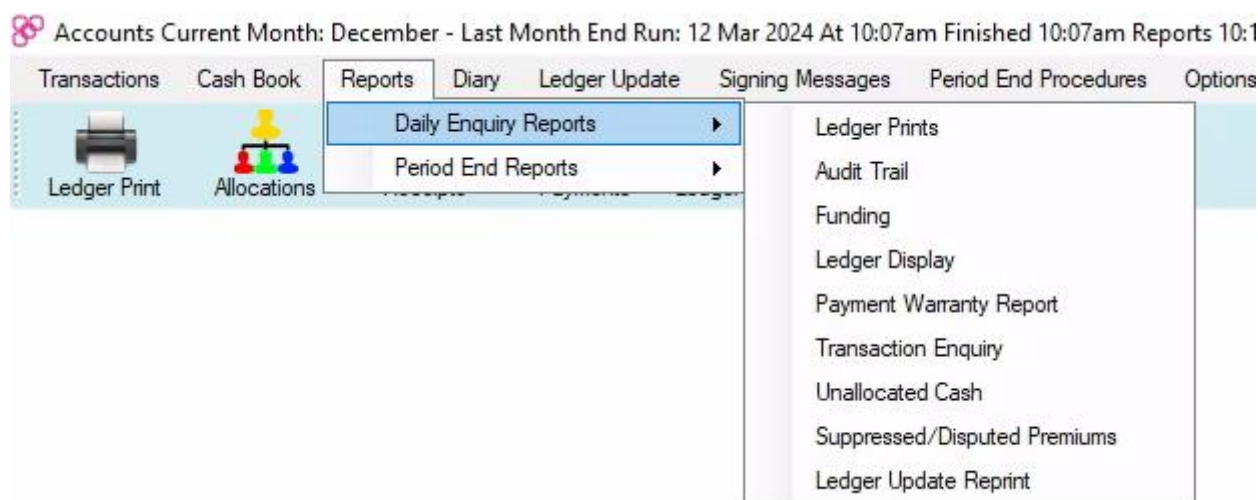
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Select the range of Accounts by entering the Accounts Codes in the Range of Accounts from and to boxes. Select the Settlement Currency and click on the **Create** button.

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.

Ledger Prints

Ledger Prints - Report Parameters

☐ Nominals ☐ Clients ☒ Selected ☐ Third Party ☐ Underwriter

Account Code from: Enter Account Code:

Account Code to:

Period Range from: DEC 2022

Period Range to: DEC 2022

Currency: [ALL]

Include Fully Cleared Transactions: ☐

Print Accounts on Separate Pages: ☐

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Account Codes can be selected in several ways:

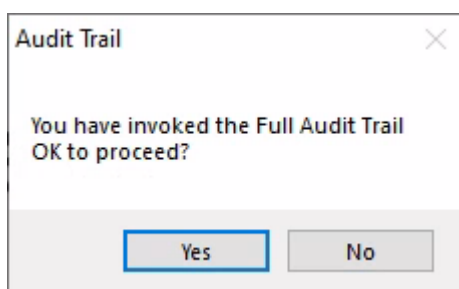
- Account type: select one of the options at the top of the screen
- An account code range: enter account codes into the account code from/to boxes
- Entered individually: type the account code(s) into the Enter Account Code box and then click **Add**

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.

A dialog box titled "Funding Report" with a close button (X) in the top right corner. The text inside reads: "Funding Report". Below this, there is a section titled "Report Parameters". Inside this section, there are two radio buttons for "Type": "Clients" (selected) and "Underwriters". Below this, there are two radio buttons for "Sort by": "Client" (selected) and "Underwriter". Below this, there is a text box for "Funding Amount:". Below this, there is a dropdown menu for "Department:" with "[ALL]" selected. Below this, there is a dropdown menu for "Currency:" with "[ALL]" selected. Below this, there is a section titled "Report Format" with two radio buttons: "Word" and "Excel" (selected). At the bottom of the dialog box, there are two buttons: "OK" and "Close". The "OK" button is highlighted with a blue border.

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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.

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Ledger Selection Criteria

Cash items will be included automatically in the Ledger Display

Assured:

Reference:

Include Periods: ☐

Period From:

Period To:

Trans. Date From: To

Due Date from: To

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

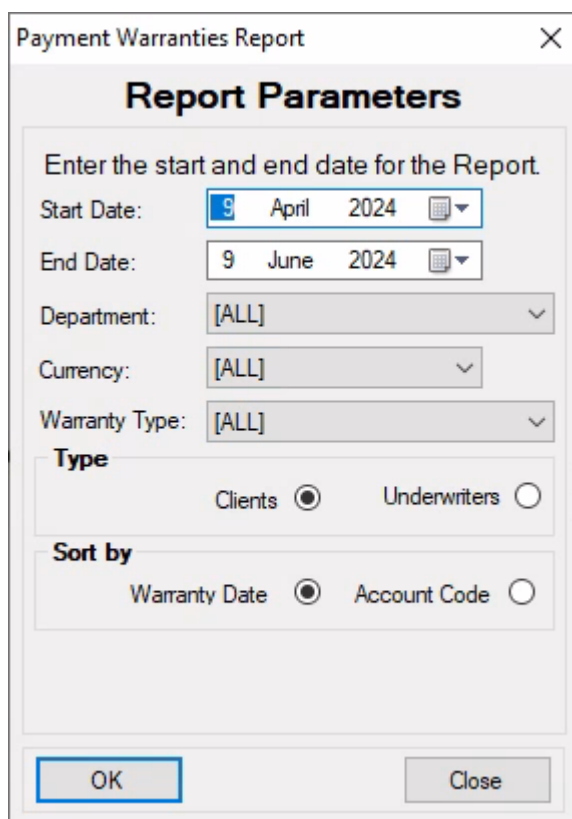
Ledger Display												
Account: CJHL01		Orig. CCY: GBP	Sett. CCY: GBP	Retrieve	Display Options			Additional Criteria				
Name: James Hamilton Agencies		Statement			☒ Open Items Only ☐ Payable only ☐ All Items							
Statement Balance:		Balance: 30,720.00			Include Items Matched This Period ☐			0				
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	

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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.



The screenshot shows a dialog box titled "Payment Warranties Report" with a close button (X) in the top right corner. The main heading inside is "Report Parameters". Below this, there is a section titled "Enter the start and end date for the Report". It contains two date pickers: "Start Date" set to "9 April 2024" and "End Date" set to "9 June 2024". Below the dates are four dropdown menus: "Department" set to "[ALL]", "Currency" set to "[ALL]", and "Warranty Type" set to "[ALL]". There are two sections with radio buttons: "Type" with "Clients" selected and "Underwriters" unselected; and "Sort by" with "Warranty Date" selected and "Account Code" unselected. At the bottom are two buttons: "OK" and "Close".

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.

Transaction Search

Policy Number:

Dr/Cr Number:

Account Code:

Signing Number:

Signing Date:

Amount:

Original CCY:

Search

Close

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

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

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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.

Signing Numbers

Transaction

Trans. NumberC241072015APSlip Number:4Class of Business:CCD

Slip	Cob	Currency	Percentage	Bureau	Signing Number
4	CCD	GBP	100.00	LLOYDS	

Update

Close

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.

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Debit/Credit note enquiry for transaction C241072015AP

File Sections Help

Policy Details Third Party Details Tax

Details

Policy Number: C241072 Account Code: JHLE ...

(Re)Insured: Midland Leisure Ltd Account Name: James Hallam (Edinburgh)

Period: 01 May 2024 to 30 Apr 2025 Address: Edinburgh

Type: Additional Premium Date Produced: 09 May 2024 Effective Date: 09 May 2024

Debit Note Details: To premium in respect of certificate attached Ledger Narrative: Midland Leisure Ltd Employers Liability

Original Currency: GBP Settlement Currency: GBP Rate of Exchange: 1.000000

Gross Premium: 24,000.00 Applicable Premium: 24,000.00

Payment Details

☒ Normal ☐ Paid Direct

Terms of Trade

Single Premium: ☒ Client Due Date: Underwriter Due Date: Payment Warranty Expiry Date:

Instalments: ☐ 08 Jun 2024 11 Jul 2024

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 **Policy Fees** **Admin Fees** **Charitable Donation**

Include: ☐ Policy ☐ Admin ☐ Ch Don ☐

Fee: Fee: Fee: Fee:

Market Subscription Brokerage: ☐ Profit Commission: ☐ Premium Credit: ☐

Re-print Close

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.

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Unallocated Cash

Unallocated Cash - Report

☒ Selected

☐ Clients

☐ Underwriter

☐ All

☐ Nominals

☐ Third Party

Account Code from:

Account Code to:

Period Range from:

DEC 2022

Period Range to:

DEC 2022

Rec's, Pay's or all:

[ALL]

Currency:

[ALL]

Entry Type:

[ALL]

Print currency on separate pages?

☐

Create

Close

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.

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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.

Disputed/Suppressed Premiums							
Premium	Insured	Inception Date	Expiry Date	Currency	Gross Premium	Disp	
C241072001PM	Midland Leisure Ltd	01 May 2024	30 Apr 2025	GBP	25000.00	Y	
R200067001PM	Geoff Barden Direct Client	18 Jun 2020	17 Jun 2021	USD	1000.00	Y	

Amend Full Comments & Accounts Export Close

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.

Mark Disputed Transactions

Debit Note Number: C241072001PM Retrieve

Debit Note Details

Policy Number: C241072

Date: 03 May 2024

Currency: GBP

Client Due: 01 May 2024

Gross: 25,000.00

Uwtr Due: 01 Jun 2024

Payment type: Normal

Warranty Date:

Client: CHR01 - The Christmas Company

Narrative: To premium in respect of certificate attached

Mark as disputed: ☒

Suppress from Statements: ☐

Comments: Suppress comments

Close

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Click on the **Close** button.

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

Disputed/Suppressed Premiums Details

Debit Note Reference: R200067001PM

	CCY	Account	Original Amount	Sett CCY	Settlement	Match D
	USD	CGB002 - Geoff Barden Direct Client A...		USD	1120.00	
	USD	ULL001 - LLOYDS summary account		USD	-1120.00	

< >

Comments:

Allocation DetailsClose

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

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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.

Debtors - Aged Analysis

Debtors - Aged Analysis -

Currency: [ALL] v

Department [ALL] v

Account Exec.: [ALL] v

Include cash/journals ☐

Produce Additional Total Summary Report ☒

Include Details ☐

Producer: [ALL] v

Aged Debtors ☐ Aged Analysis ☒ Include Claims ☒

Clients ☒ Underwriters ☐ Third Parties ☐

Create Cancel

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.

Creditors - Aged Analysis -

Currency: [ALL] v

Department [ALL] v

Account Exec.: [ALL] v

Include cash/journals ☐

Produce Additional Total Summary Report ☒

Include Details ☐

Producer: [ALL] v

Aged Creditors ☐ Clients ☒

Aged Analysis ☒ Underwriters ☐

Include Claims ☒ Third Parties ☐

Create Cancel

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.

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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.

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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.

The screenshot shows a dialog box titled "Statistics" with a sub-header "Report Parameters". It contains five radio button options: "Clients" (selected), "Departmental", "Third Party", "Brokerage by COB", and "Underwriters". At the bottom, there are two buttons: "Create" and "Close".

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.

The screenshot shows a complex dialog box titled "Underwriter Statistical Analysis". It is divided into several sections: "Underwriter Selection" with radio buttons for "All Underwriters" (selected), "Individual Market", "Individual U/W", "Range of Underwriters", "Specific Policy", and "Specific Client"; "Date Selection" with radio buttons for "Accounting Periods", "Current Month & Year-To-Date" (selected), and "Range of Transaction Dates"; "Original/Settlement" with radio buttons for "Original Currency" (selected) and "Settlement Currency"; "Main Sort Criteria" with radio buttons for "CCY/Insurer" (selected) and "Insurer/CCY"; "Currency/Department" with dropdowns for "Currency", "Department", and "Class of Business"; "Additional Sort Criteria/Sub-Totals" with dropdowns for "Sort/Sub-Total by" and "then by"; and "Options" with checkboxes for "Show Gross Brokerage", "Show Gross Net Brokerage", "Loss Ratio Report", "Summary Details", and "Base Currency Equivalent". At the bottom, there are "Create" and "Close" buttons.

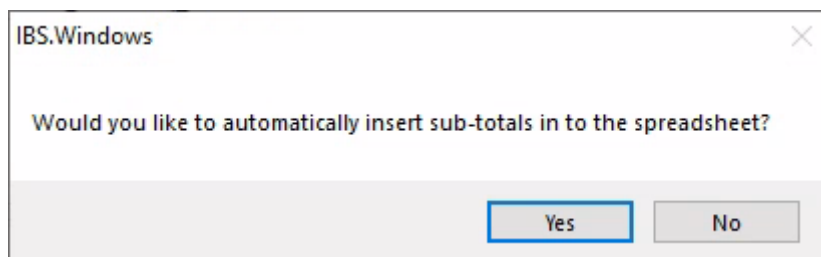
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Select the required market, date, currency and sort options. Select any additional options required in the Options box.

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.

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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.

The 'Account Balances' dialog box features a title bar and a 'Report Parameters' section. It contains three radio buttons for account type: 'Clients' (selected), 'Third Party', and 'Underwriter'. Below these are two dropdown menus: 'Currency:' set to 'ALL' and 'Account Exec.:' set to 'ALL'. At the bottom are 'Create' and 'Close' buttons.

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.

The 'FRS5 Report' dialog box features a title bar and a 'Report Parameters' section. It contains three radio buttons for account type: 'Clients' (selected), 'Third Party', and 'Underwriter'. Below these are three radio buttons for report detail: 'Detail Only', 'Summary Only', and 'Both' (selected). At the bottom are 'OK' and 'Close' buttons.

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

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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.

Monthly Cash Allocations

Settlement Currency: Period: Department:

Dates: to

Total Settlement Amount: Brokerage Total:

Date	DocrNo	Client	Ccy	Orig Amount	Sett Amount	Brokerage	Department
------	--------	--------	-----	-------------	-------------	-----------	------------

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

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Monthly Cash Allocations

Settlement Currency: Period: Department:

Dates: to

Total Settlement Amount: Brokerage Total:

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 **Transaction 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.

Audit Trail

You have invoked the Debit/Credit Summary
OK to proceed?

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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.

Underwriter Payments

Underwriter Selection
☒ All Underwriters
☐ Individual Underwriter
☐ Individual Market
☐ Range of Underwriters

...

...

to

...

Item Selection
☐ All Items
☒ Items Due
☐ Items Due and Payable

Start Period: December 2022

Up to: 13 May 2024

End Period: December 2022

☐ Use Periods

☐ Use Periods

Original/Settlement
☐ Original Currency
☒ Settlement

Currency/Department
Currency: All
Department: All
Class of Business: All

Main Sort Criteria
☒ CCY/Insurer
☐ Insurer/CCY

FCA
☒ All
☐ Regulated
☐ Non Regulated

Claims/Cash
☒ Suppress Claims
☒ Suppress Cash

Process

Close

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

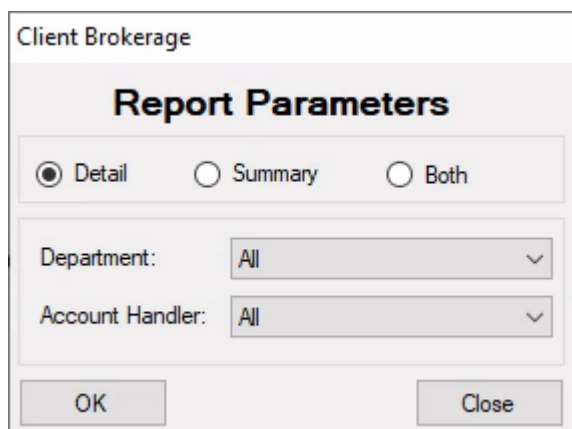
Click on the **Process** button to generate the report.

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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.

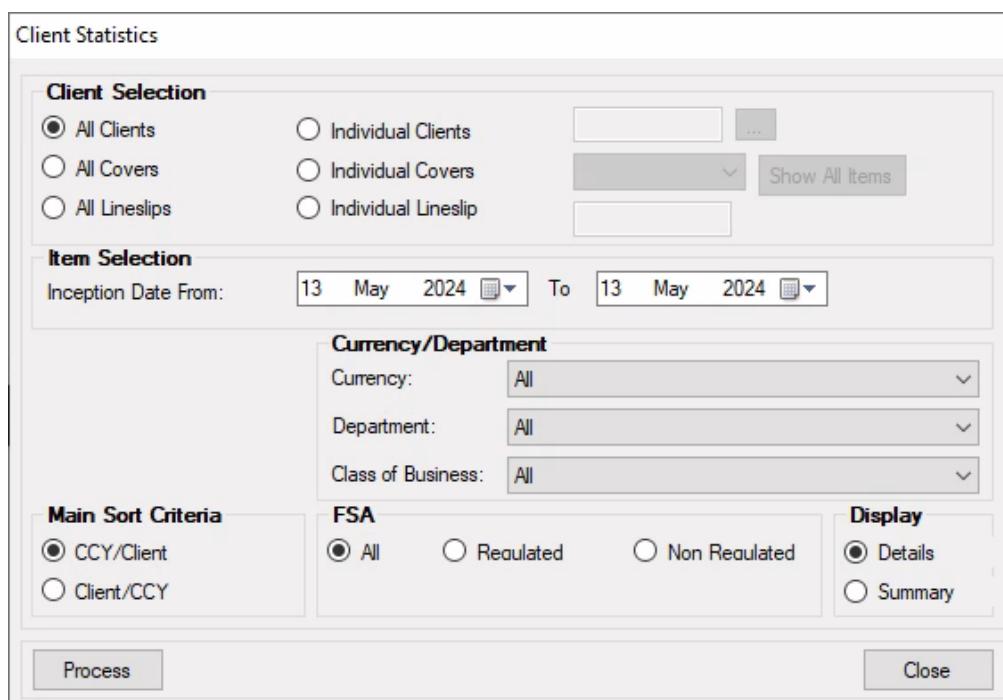


The dialog box is titled "Client Brokerage" and "Report Parameters". It contains three radio buttons for "Detail" (selected), "Summary", and "Both". Below these are two dropdown menus: "Department:" set to "All" and "Account Handler:" set to "All". At the bottom are "OK" and "Close" buttons.

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.



The dialog box is titled "Client Statistics". It has several sections:

- Client Selection:** Radio buttons for "All Clients" (selected), "All Covers", "All Lineslips", "Individual Clients", "Individual Covers", and "Individual Lineslip". There are also empty input fields and a "Show All Items" button.
- Item Selection:** "Inception Date From:" and "To:" both set to "13 May 2024" with calendar icons.
- Currency/Department:** Dropdown menus for "Currency:" (All), "Department:" (All), and "Class of Business:" (All).
- Main Sort Criteria:** Radio buttons for "CCY/Client" (selected) and "Client/CCY".
- FSA:** Radio buttons for "All" (selected), "Regulated", and "Non Regulated".
- Display:** Radio buttons for "Details" (selected) and "Summary".

 At the bottom are "Process" and "Close" buttons.

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

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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.

The screenshot shows a dialog box titled "Cancellation Letter". It contains a section for "Report Parameters" with the following fields:

- Due from:** A date picker set to 13 May 2024.
- Department:** A dropdown menu set to "C - Commercial".
- Account Code from:** An empty text box with a browse button (...).
- Account Code to:** An empty text box with a browse button (...).
- Account Executive:** A dropdown menu set to "All".
- Send Letters to Printer:** An unchecked checkbox.
- Send Details to Grid:** A checked checkbox.

Below the parameters is a section titled "Overdue by" with nine radio button options arranged in three rows:

- Row 1: ☒ 31 to 60 Days, ☐ 31 Days +, ☐ 61 to 90 Days
- Row 2: ☐ 61 Days +, ☐ 91 to 120 Days, ☐ 91 Days +
- Row 3: ☐ 121 to 180 Days, ☐ 121 Days +, ☐ Over 180 Days

At the bottom of the dialog are "OK" and "Close" buttons.

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

The screenshot shows a smaller dialog box titled "Cancellation letter" with a close button (X) in the top right corner. The text inside reads: "There are 3 letters to produce do you wish to continue ?". At the bottom, there are two buttons: "Yes" and "No".

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

Policy No	Client Code	Agent/Direct	Client Name	Inception	Expiry	O/S Amount	Account Handler	Producing Broker	OverDue By	No Items	Prev Letter	Select	O/S Coy Breakdown
C241009	CA0001	Agent	A1 Insurance Agencies	01 Mar 2024	28 Feb 2025	12,932.38	Sam Eades		43	2			GBP 12,932.38
C230732	CA1234	Agent	A1 Insurance Brokers	01 Jul 2023	30 Jun 2024	22,013.75	Sam Eades	Jerry Bowen	317	10			GBP 22,013.75
C241010	CD0049	Direct	NRLB Ltd and Brown and Mason Group Ltd	01 Mar 2024	28 Feb 2025	25,000.00	Sam Eades		43	1			GBP 25,000.00

Update

Select All

De-Select All

Export

LetterTemplate

Initial Chase for Payment

Close

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)

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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.

Ledger Update

Please select Department: C - Commercial

Posting Options

☐ Premiums ☐ Claims ☒ Both

Retrieve

Type	Reference	Name of Assured	Narrative	CCY	Amount	Select	Trans. Date	Inc. Date	Brokerage
------	-----------	-----------------	-----------	-----	--------	--------	-------------	-----------	-----------

Update

Select All

De-Select All

View Transaction

Comments

Audit Print

Export

Close

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.

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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.

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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.

Comments for Transaction A240235006RP

Comments added by user|

Save Close

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	ATO
GBP	USNTK1	Saint Nick Insurance Ltd	A240234001PM	-27.00	GBP	-27.00	ATO
GBP	PLB001	Brokerage	A240234001PM	-3.00	GBP	-3.00	ATO

Export Close

This listing can be downloaded to Excel if required.

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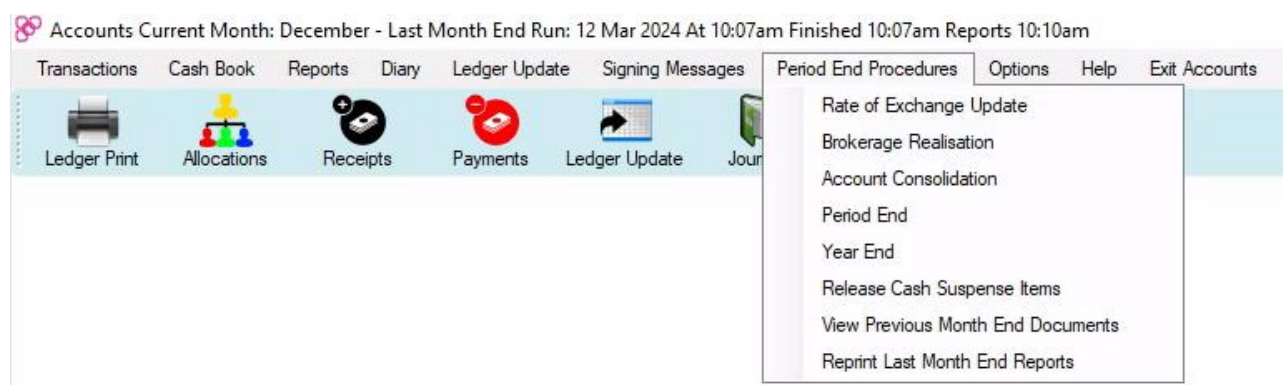
To process the Ledger Update click on the **Update** button. The following screen will then be displayed.



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

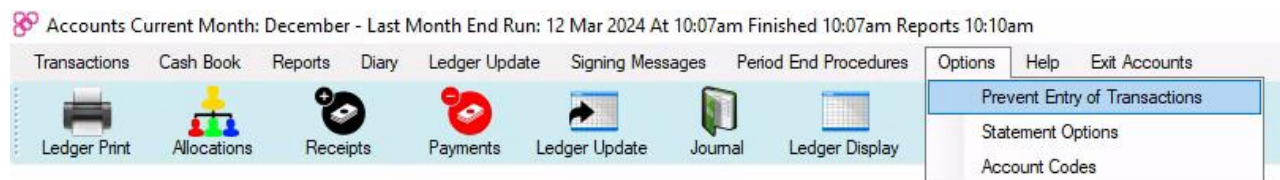
The purpose of the period end is to evidence all movements in the financial period and identify balances between ibs and the General Ledger Accounting System. The process flow would typically involve the following steps.

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

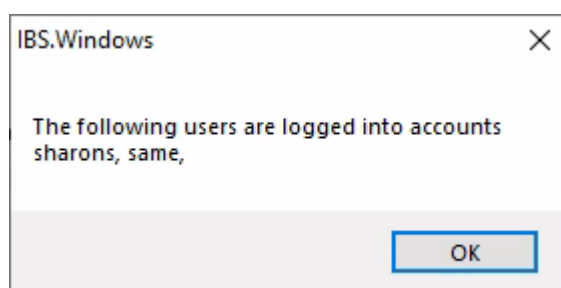
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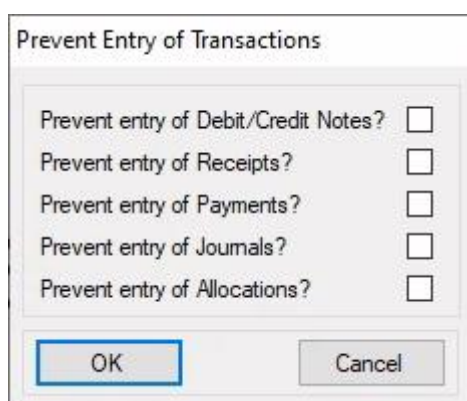
6.2 Prevent Entry of Transactions



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.

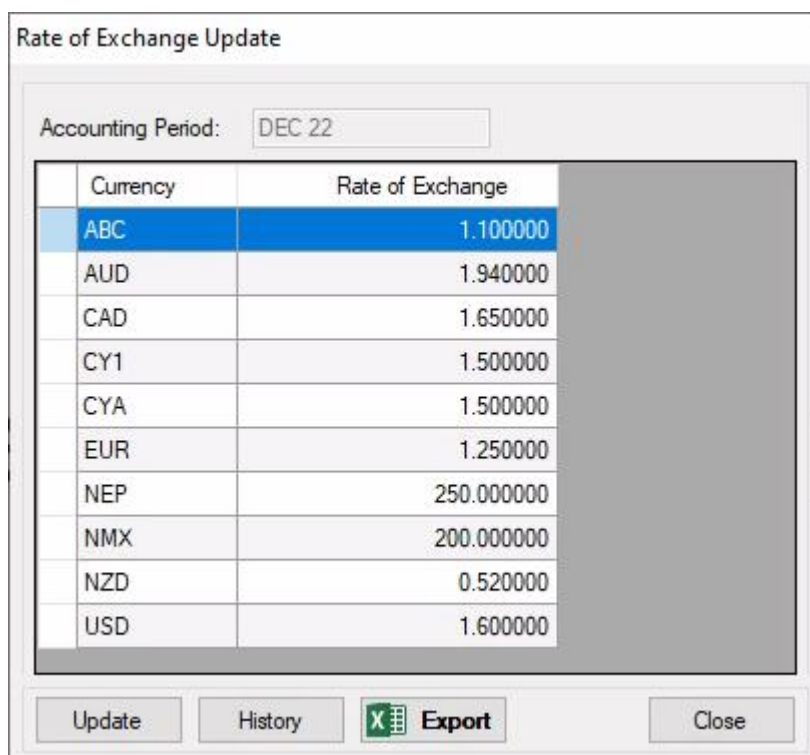


Select the options as required and then click on the **OK** button. If Reset Entry of Transactions is ticked in the month end screen then these options will become unset automatically once month end is processed. Otherwise these settings must be reset in this screen manually.

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.



The screenshot shows a software window titled "Rate of Exchange Update". At the top, there is a label "Accounting Period:" followed by a text box containing "DEC 22". Below this is a table with two columns: "Currency" and "Rate of Exchange". The table lists several currencies with their corresponding rates. The first row, "ABC", is highlighted in blue. At the bottom of the window, there are four buttons: "Update", "History", "Export" (which has a small Excel icon to its left), and "Close".

Currency	Rate of Exchange
ABC	1.100000
AUD	1.940000
CAD	1.650000
CY1	1.500000
CYA	1.500000
EUR	1.250000
NEP	250.000000
NMX	200.000000
NZD	0.520000
USD	1.600000

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.



6.4 Brokerage Realisation

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

Brokerage Realisation

This process will consolidate all brokerage items where the corresponding debt has been reconciled on the IBS ledger.

All entries will be transferred to the realised brokerage account.

Display

Process

Entries Transferred

Reference	Sett Ccy	Sett Amount	Orig Ccy	Orig Amount	Date	Period
-----------	----------	-------------	----------	-------------	------	--------

Totals by Currency

Reference	Sett Ccy	Sett Amount	Orig Ccy	Orig Amount	Date	Period	Dept
-----------	----------	-------------	----------	-------------	------	--------	------

Export

Close

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

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Brokerage Realisation

This process will consolidate all brokerage items where the corresponding debt has been reconciled on the IBS ledger.

All entries will be transferred to the realised brokerage account.

Display

Process

Entries to be Transferred

Reference	Sett Ccy	Sett Amount	Orig Ccy	Orig Amount	Date	Period
C241072010RP	GBP	50,000.00	GBP	0.00	03 MAY 24	1222
A240235001PM	GBP	-125.00	GBP	0.00	03 APR 24	1222
A240235002PM	GBP	-375.00	GBP	0.00	03 APR 24	1222
A240235003AP	GBP	-500.00	GBP	0.00	03 APR 24	1222
A240235004AP	GBP	-500.00	GBP	0.00	03 APR 24	1222
A240235005AP	GBP	-125.00	GBP	0.00	03 APR 24	1222
A240235006RP	GBP	125.00	GBP	0.00	03 APR 24	1222

Totals by Currency

Reference	Sett Ccy	Sett Amount	Orig Ccy	Orig Amount	Date	Period	Dept
-----------	----------	-------------	----------	-------------	------	--------	------

Export

Close

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.

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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.

Account Consolidation

This process will consolidate all items in the account selected and transfer the balance(s) to the contra account selected.

Process

Display

Account to Consolidate:

...

Transfer Balance(s) to:

...

Up To Period:

▼

Department:

C - Commercial

▼

Entries Transferred

Reference	Sett Ccy	Sett Amount	Orig Ccy	Orig Amount	Date	Period
-----------	----------	-------------	----------	-------------	------	--------

Totals by Currency

Reference	Sett Ccy	Sett Amount	Orig Ccy	Orig Amount	Date	Period
-----------	----------	-------------	----------	-------------	------	--------

Export

Close

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.

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Account Consolidation

This process will consolidate all items in the account selected and transfer the balance(s) to the contra account selected.

Process
Display

Account to Consolidate:

PLR010

...

Transfer Balance(s) to:

POTA01

...

Up To Period:

December

2024

Department:

All

Entries to be Transferred

Reference	Sett Ccy	Sett Amount	Orig Ccy	Orig Amount	Date	Period
F210136004AP	GBP	-226.62	PLN	0.00	26 Aug 2021	0120
C241072009AP	USD	-21.43	VEB	0.00	03 May 2024	1222

Totals by Currency

Reference	Sett Ccy	Sett Amount	Orig Ccy	Orig Amount	Date	Period
-----------	----------	-------------	----------	-------------	------	--------

Export

Close

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:

IBS.Windows

Unable to start Month End as following users are still logged into accounts sharons, same,

Go to Admin menu, clear account system users, to clear

OK

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

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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.

IBS.Windows

Last Month End run was for 11/22 on the 12 Mar 2024
Do you wish to continue ?

Yes

No

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

Accounting Month End

The IBS month end procedure can produce the list of reports specified below. If you choose to create any of the reports they will be saved automatically (using the report name and the period) and may, optionally, be sent directly to the printer.

The accounting period will be updated as part of this process .

Process

Brokerage Realisation Last Run: 03 May 2024

Run Now

Update Rates of Exchange

Reset Entry of Transactions: ☒

Reports

Report name	Status
Audit Trail	Not created
Manual Debit notes	Not created
Departmental Statistics	Not created
Client Statistics	Not created
Third Party Statistics	Not created
Underwriter Statistics	Not created
Brokerage Report	Not created
VAT Report	Not created
Brokerage by Class of Business	Not created
Aged Debtors	Not created

Modify

Close

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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.

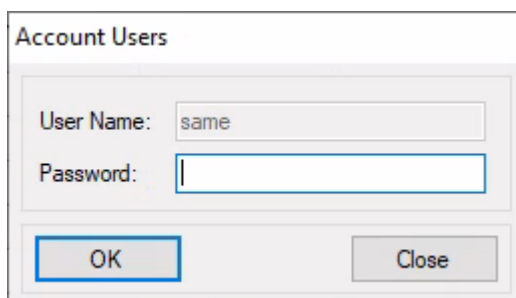
If the Reset Entry of Transactions box is ticked, the options are reset after the month end process has completed.

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)

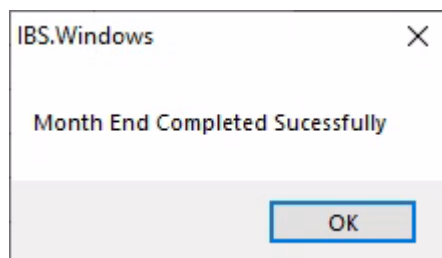
To change the status of each report, double click on the status value until the correct option is displayed. To save the report selections for the next period end, press **Modify**.

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



The 'Account Users' dialog box contains two input fields: 'User Name' with the text 'same' and 'Password' which is empty. At the bottom, there are two buttons: 'OK' and 'Close'.

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.



The 'IBS.Windows' dialog box displays the message 'Month End Completed Sucessfully' (note the spelling error in the image). There is an 'OK' button at the bottom right.

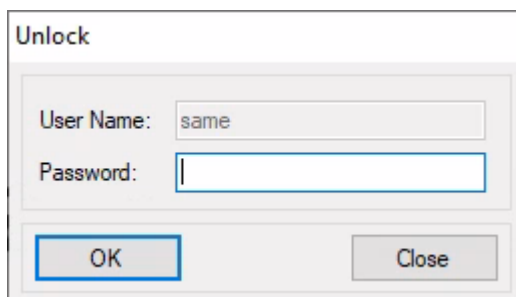
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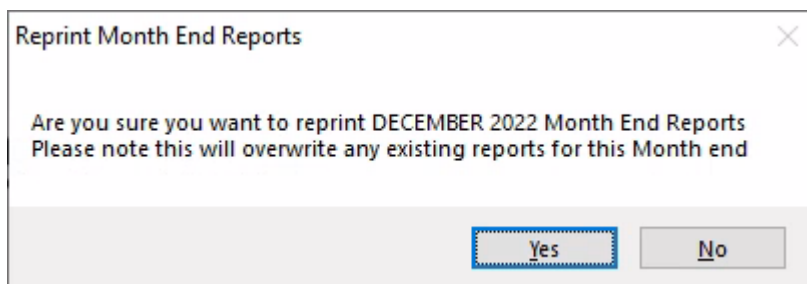
6.7 Reprint Last Month End Reports

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 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.



The 'Unlock' dialog box contains two input fields: 'User Name' with the text 'same' and 'Password' which is empty. Below the fields are two buttons: 'OK' and 'Close'.

Once entered the following screen is then displayed.

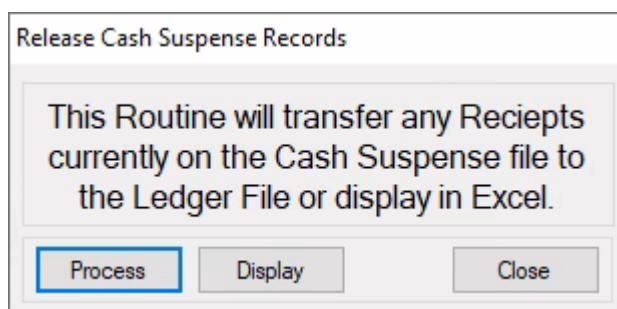


The 'Reprint Month End Reports' dialog box displays the message: 'Are you sure you want to reprint DECEMBER 2022 Month End Reports Please note this will overwrite any existing reports for this Month end'. At the bottom, there are two buttons: 'Yes' and 'No'.

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.



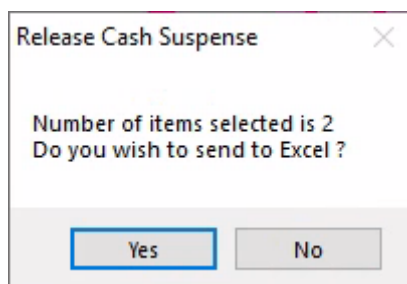
The 'Release Cash Suspense Records' dialog box contains the text: 'This Routine will transfer any Reciepts currently on the Cash Suspense file to the Ledger File or display in Excel.' Below the text are three buttons: 'Process', 'Display', and 'Close'.

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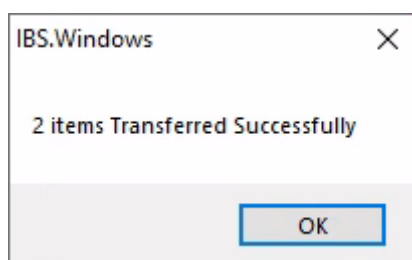
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To view the cash suspense entries before releasing them, click on the **Display** button. The following will then be displayed.



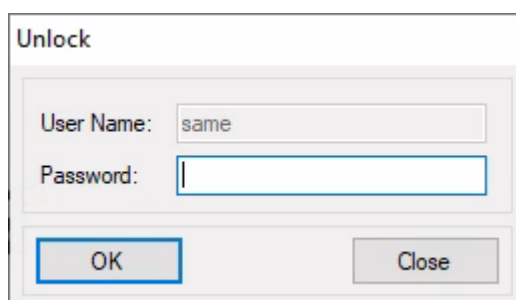
To continue with the release, click on the **Process** button. The following will then be displayed.



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.



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The DMS screen is then displayed.

DMS

Edit View Delete Favourite Compliance CheckList Search Create Email File Note Tools

Accounts Quotes Risks Claims My PC General Documents Back Forward Up Close Favourites Websites

▶ (ACCOUNTS\PERIOD END)

- ▶ 2022
 - ▶ 02 - FEBRUARY
 - ▶ 03 - MARCH
 - ▶ 04 - APRIL
 - ▶ 05 - May
 - ▶ 06 - JUNE
 - ▶ 07 - July
 - ▶ 08 - August
 - ▶ 09 - September
 - ▶ 10 - OCTOBER
 - ▶ 11 - NOVEMBER
 - ▶ 12 - December

Name	Received/Created	Date Modified	To
Agents FRS5 OCTOBER 2022.xls	11/03/2024 17:21:30	11/03/2024 17:21:30	
Underwriters FRS5 OCTOBER 2022.xls	11/03/2024 17:21:09	11/03/2024 17:21:09	
Clients FRS5 OCTOBER 2022.xls	11/03/2024 17:20:17	11/03/2024 17:20:17	
Brokerage ReportOCTOBER 2022.xls	11/03/2024 17:18:59	11/03/2024 17:18:59	
Audit TrailOCTOBER 2022.xls	11/03/2024 17:18:25	11/03/2024 17:18:25	
Trial Balance - October 2022.xls	13/02/2024 09:36:04	11/03/2024 17:13:44	
BR_1022_2024Feb26_same.xls	26/02/2024 08:19:15	26/02/2024 08:25:29	
BR_1022_2024Feb05_same.xls	05/02/2024 10:10:28	05/02/2024 10:10:28	

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.

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

Year End

This routine initialises the department statistics year-to-date. It must be run after the period end and before the first month end of the new year. It can be run only once per year. The figures are kept on a file called ANALYSIS. This routine makes a copy of this file then clears it down for the current year. If necessary the copy file can be accessed and / or restored though such a process would require special programming action as no automatic restore is available.

Automatic Consolidation Accounts

Account	Transfer To
---------	-------------

Process

Cancel

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

Unlock

User Name:

same

Password:

OK

Close

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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.

System Parameters

Company Details | **Accounts** | **Options** | **Passwords**

Current Period: April 2015 End of Year: December

Statement Logo File: S:\HW\STATEMENTLOGO.jpg

Statement Address 1: DINGWALL ROAD
2: London, CR0 2LX
3: Telephone 020 7510 1234
4: Facsimile 020 7510 1134
5: gpm@gpmdev.co.uk

Remittance Address 1: GPM Development
2: 6th Floor, AMP House
3: Dingwall Road
4: Croydon
5: Surrey

Post Code: CR0 2LX

Booked Brokerage A/C: PLB001
Realised Brokerage A/C: PLB003
Dun's No: 999999999

Ledger Update by Dept: ☒ Separate Claim Ledger Update: ☐

Bureau Details

Lloyd's		ILU		LIRMA		Lloyd's Clients	
Central Settlement Accounts:	ULL001	ULI001	ULP001	CLL699			
Contra Accounts:	ULL002	ULI002	ULP002	CLL699			

Terms of Credit

Clients: 0
Insurers: 0

Save Close

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.

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