



integrated broking system

Risk Manual

GPM Development Limited

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General Guidance/Notes

1. Most ibs screens contain multiple Menus and a Toolbar. The Toolbar typically contains the most frequently used functions from the Menus.
2. The ibs desktop may be resized to the user's requirement using standard Microsoft Windows actions.
3. Various business functions within ibs may be accessed in different ways. Not all routes are included in this manual.
4. Various functions and behaviours within ibs are controlled by configuration settings and user permission settings. Not all configuration variations are detailed in this manual.

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1. Create a Risk

To create a new risk, press the **Risk** icon on the desktop toolbar to display the Risk Search screen and then press **New** on the Risk Search screen (*alternatively select the **New Risk** option on the Risks menu*).



Risk Search

Policy Number:

UMR:

(Re)Insured:

Client Code:

...

Post Code:

Department:

C - Commercial

Sub Division:

All

Class of Business:

All

☐ All Cobs

Account Executive:

All

☐ All AE

Producing Broker:

All

☐ All Prod

Signing Number:

Signing Date:

Original Insured:

Insurer Reference:

Cover:

Connection:

All

Date Options

☒ Current

☐ All

☐ Expired

☐ Specified Range

Date Range

Inception Date:

10/06/2025

to

10/06/2025

Expiry Date:

10/06/2025

to

10/06/2025

Search

New

Favourites

Recent Used

Close

New risks are created in the currently selected Department. A new risk can also be created using the Firm Order function within a quote, in which case the details from the quote will populate the risk.

Every risk in ibs must have at least one section. On creating a new risk, the Policy Section Details screen is displayed to allow entry of the first section.



Create a new (Re)Assured and automatically select/populate the details on the risk.

Amend Direct Client

View and update the details for the currently selected Direct Client on the risk.

Amend Assured

View and update the details for the currently selected Assured on the risk.

Unlock Policy Admin Fees

Allow update of the Fees on the risk. This will request entry of the 'unlock' system password.

Agent Enquiry

View the details for the currently selected Agent on the risk.

Close

Close the Policy Section screen.

View

Client Folder

Display the Document Management System (DMS) screen for the risk. Also available on toolbar.

Multi Clients

Display the Syndicate/Multiple Clients screen.

Policy Tracking

Display the Tracker Log for the risk. Details are displayed across several tabs.

Transactions

Open the Transaction Search function. Also available on toolbar.

The image shows a 'Transaction Search' dialog box with the following fields and controls:

- Policy Number:
- Dr/Cr Number:
- Account Code:
- Signing Number:
- Signing Date:
- Amount:
- Original CCY:
- Search:
- Close:

Press **Search** to display all transactions for the risk.

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Transactions								
Trans. No.	Type	Amount	Client	Client Due	Uwtr Due	Date Produced	Narrative	
C251367001PM	PM	USD 1,000.00	AS001	01 Jul 2025	03 Aug 2025	23 Jun 2025	To premium in respect of certificate attached	

Uwtr Due DatesTransaction DetailsCommentsSigning NumbersC and RCancelSelectExportClose

Accounts

Open the Ledger Balances screen for the client account on the risk.

Transaction Accounts

Open the Transaction Details screen for the transactions on the risk.

Diary

Create Diary Item

Create a new diary entry for the risk. Also available on toolbar.

View Diary

View the Diary screen for the risk. Also available on toolbar.

Documents

General Document

Create a new document using a General Document template. Function also available on toolbar.

Slip

Create a Slip document for the risk. Opens the current Slip document if one already exists. Function also available on toolbar.

Cover Note

Create a Cover Note document for the risk. Opens the current Cover Note document if one already exists. Function also available on toolbar.

Transactions

Create new transaction on the risk:

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- Debit Note
- Credit Note
- Fee Debit Note
- Fee Credit Note
- Profit Commission Debit
- Profit Commission Return

Policy Schedule

Create a Schedule document for the risk. Opens the current Schedule document if one already exists.

Rating Sheet

Create a Rating document for the risk. Opens the current Rating document if one already exists.

Demands and Needs Statement

Create a Demands and Needs document for the risk. Opens the current Demands and Needs document if one already exists. Function also available on toolbar.

Certificate

Create a Certificate document for the risk.

Underwriter Documents

Create underwriter document(s) for selected transaction(s) on the risk.

Policy Documents

Open the Policy Control screen to create Policy documents for the risk.

ICD

Create an Insurer Contract document for the risk. Opens the current Insurer Contract document if one already exists. Function also available on toolbar.

Phone Note

Create a new Phone Note document. Function also available on toolbar.

E-Mail

Create E-Mail

Create a new draft email for the risk.

Copy

Create New Section

Create a new section on the risk by duplicating the current section.

Create New Risk

Create a new risk based on the current risk.

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Additional Details

Signing Numbers

For bureau(x) underwriters on the selected section, enter Original Signing Numbers and Dates (OSND). Separate rows will be available per bureau and per variation of brokerage and commission.

This option is not available on an unsaved risk.

Signing Numbers

Policy Section

Policy Number

C251374

Slip Number:

1

Class of Business:

CPROP - Commercial Property

Slip	Cob	Currency	Percentage	Bureau	Signing Number
1	CPROP	USD	10.00	LLOYDS	

Update

Close

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Risk Codes

For the selected section, select Risk Code(s) from the list and enter corresponding Percentage(s). Validation will ensure that the sum of the entered Percentage(s) is 100%. When processing premiums on a section with multiple Risk Codes, the accounts postings and bureau documents (LPAN for facultative risks and Treaty Statements for proportional reinsurance) will be split using the Percentages.

This option is not available on an unsaved risk.

Risk Codes	
Policy Section	
Policy Number	C251374
Slip Number:	1
Class of Business:	CPROP - Commercial Property
IUA Risk Codes	
☐ Split IUA entries by Risk Code?	
Risk Code:	Percentage
Total:	100.00
Update Close	

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Surplus Lines

Enter Surplus Lines Broker details for the section.

Surplus Lines

Policy

Policy Number:

S L Broker Name:

S L Broker State:

S L Broker ID:

S L Broker Address:

NJ SLA Number:

US Classification:

Update

Close

Favourites

Add Favourite

Add the risk to the user's list of Favourites.

Delete Favourite

Delete the risk from the user's list of Favourites.

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1.1.2. Assured

Policy Section Details

File View Diary Documents E-Mail Copy Additional Details Help Favourites

Policy Section

Policy Number: (Re)Insured:

Section Number: Risk Address:

Class of Business:

Details

Assured Period Risk/Client Brokerage Taxes Market BA & L/S Transactions Endorsements FCA Linkage

(Re)Insured Code:

(Re)Insured:

Original Insured:

Risk Address:

Post Code: Proposal Waived: ☐ Proposal Date:

Postal Address:

Business Description:

New/Renewal: Platforms:

Mailing Post Code:

Connection:

(Re)Insured Code

Enter the Code for the (Re)Insured. To search for a (Re)Insured code, use the Search function.

Assured Search

Assured Code:

Name:

Type:

Contact Name:

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Select the required (re)insured from the search results. Alternatively create a new (Re)Insured by pressing **New** on the search results screen.

(Re)Insured

Enter the name of the (Re)Insured. Will be automatically populated by the name of the selected (Re)Insured Code.

Note: If a Direct Client has been selected as the Client/Agent Code on the Risk/Client tab, then the (Re)Insured Code function will be unavailable and the (Re)Insured will be populated with the Direct Client name.

Original Insured

Enter the name of the Original Insured, typically for reinsurance risks.

Risk Address

Enter the Risk Address. Will be automatically populated by the address of the selected (Re)Insured Code.

Post Code

Enter the Post Code for the Risk Address.

Postal Address

If relevant and different to the Risk Address, enter a Postal Address for the (Re)Insured.

Business Description

Enter a description of the (re)insured's business.

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1.1.3. Period

Policy Section Details

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Policy Section

Policy Number: (Re)Insured:

Section Number: Risk Address:

Class of Business:

Details

Assured Period Risk/Client Brokerage Taxes Market BA & L/S Transactions Endorsements FCA Linkage

Risk Details

Inception Date: Inception Time: Time Zone:

Expiry Date: Expiry Time:

Period:

Renewal Date: UMR:

Section Details

Inception Date: Inception Time: Time Zone:

Expiry Date: Expiry Time:

Territory: FCA Category: FCA Client Classification:

Section belonging to Master: ☐ US Classification:

Section Master Lineslip

Update Sums Insured Close

Inception Date and Time

Enter the inception date and time of the risk. Will default to the current date.

Time Zone

Where necessary, select a time zone value from the list.

Expiry Date and Time

Enter the expiry date and time of the risk. Will default to the inception date plus one year less one day.

Period

Enter the period narrative. Will default to pre-formatted text using the inception and expiry dates.

Renewal Date

Enter the renewal date of the risk. Will default automatically based on the expiry date.

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UMR

A Unique Market Reference may be manually entered. The UMR value must follow the standard market structure i.e. BnnnnXXXXXXXXXXXX where nnnn is a broker number and XXXXXXXXXXXX is a maximum of 12 alpha/numeric characters. On first saving a new risk, ibs will construct a UMR using the risk number.

Section Details

For a multi-section risk in which the period details are different per section, use the Section Details to record the period particulars for each section.

1.1.4. Risk/Client

Policy Section Details

File View Diary Documents E-Mail Copy Additional Details Help Favourites

Policy Section

Policy Number: (Re)Insured:
Section Number: Risk Address:
Class of Business:

Details

Assured Period **Risk/Client** Brokerage Taxes Market BA & L/S Transactions Endorsements FCA Linkage

Section Text:
Account Executive:
Producing Broker:
Client Code: ... Multi/Syndicate Clients
Reference:
Currencies:
Renewable: YES
Territory:
Vat Code:
Premium Warranty: ☒ Warranty Type: Warranty Days: Warranty Expiry Date: 01/06/2025
Sub Division:
Previous Ref: Sums Insured: Deductible:

Update Sums Insured Close

Section Text

Enter a description for the section.

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Account Executive

Select An Account Executive (Account Handler) for risk from the list.

Producing Broker

Select a Producing Broker for the risk from the list.

Client/Agent Code

Enter the Code for the Direct Client or Agent. To search for a client code, use the Search function.

A dialog box titled "Client Search" with a light gray background. It contains four input fields: "Client Code:" (a text box with a cursor), "Name:" (a text box), "Type:" (a dropdown menu with a downward arrow), and "Contact Name:" (a text box). At the bottom, there are two buttons: "Search" on the left and "Close" on the right.

Select the required client from the search results. Or create a new Direct Client account by pressing **New** on the search results screen (*alternatively select the **Create Assured** option on the File menu*).

A complex form titled "Account Code Update" with a light gray background. It features a tabbed interface at the top with tabs for "Account Details", "Credit Control/Security", "Policies", "Comments", "Bank Accounts", "Complaints", "Contacts", and "Consortiums". The "Account Details" tab is active. The form is divided into two main columns. The left column contains fields for "Code:" (text box with "D"), "Account Type:" (dropdown), "Short Name:" (text box), "Account Code:" (text box with a dropdown and a "..."), "Directory Name:" (text box), "Geographic Area:" (dropdown), "Parent:" (checkbox and text box), "Brokerage Sharing a/c:" (checkbox and dropdown), "Currency:" (dropdown), and "Syndicate Details:" (a sub-form with "Account Type:" dropdown, "Illinois Ind.:" checkbox, and "Authorised:" checkbox). The right column contains fields for "Account Name:" (text box), "Address Line 1:" through "4:" (text boxes), "Post Code:" (text box), "Country:" (dropdown), "Telephone No:" (text box), "Mobile No:" (text box), "Contact Name:" (text box), "E-Mail Address:" (text box), "Additional Info:" (a large text area), "Sanction Date:" (text box), "Sanction User:" (text box), and "Statement Email:" (text box). At the bottom, there are three buttons: "Update" (highlighted with a blue border), "Export" (with a green Excel icon), and "Close".

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For a new Direct Client, enter the Account Name and the Address. A Code value will be automatically generated on saving the details.

Reference

Enter a client reference value, if known.

Currencies

Select the currencies that are enabled for premium and claim processing on the risk. Will default to the ibs base currency.

Renewable

Select the required value from the list. The selected value will influence the risk during the renewal process:

- YES → include the risk in the renewal process
- NO → Exclude the risk from the renewal process
- LAPSED → additional entry of a Lapsed Date
- CANCELLED → additional entry of a Cancelled Date

Setting a risk to either LAPSED or CANCELLED will display the Lapsed Policies screen. Enter a lapsed/cancelled Date, select a Reason from the list and enter a suitable Comment.

Lapsed Policies

Description

Policy Number: A250263

Lapsed Date:

Reason:

Comments:

Update Close

Territory

Select the territory of the risk.

VAT Code

Select the VAT code from the list.

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**Premium Warranty**

Tick the Premium Warranty box if a warranty applies to the risk. If ticked, also select a Warranty Type from the list, enter a number of days or enter a Warranty Expiry Date.

Sub Division

Select a sub division from the list.

Previous Ref

A free text field to enter a reference from a previous system.

Sums Insured

Enter a sum insured amount.

Deductible

Enter a deductible amount.

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1.1.5. Brokerage

Policy Section Details

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Policy Section

Policy Number: (Re)Insured:

Section Number: Risk Address:

Class of Business:

Details

Assured Period Risk/Client **Brokerage** Taxes Market BA & L/S Transactions Endorsements FCA Linkage

Total Brokerage (%): Market Subscription Brokerage: ☐

Agent Commission (%):

Third Parties (%):

Retained Brokerage (%): 0.000

Placing Fee: Legal Protection Amount:

Admin Fee: LP Brokerage Amount:

Charitable Donation:

Policy Fee:

Update Sums Insured Close

Total Brokerage

Enter the total brokerage percentage provided by underwriters.

Agent Commission

Enter the commission percentage being passed to the client/agent.

Third Parties

Select up to 5 third parties (or shared brokerage) and enter their corresponding commission percentages.

Retained Brokerage (read-only)

A calculation of the Total Brokerage less Agent Commission and Third Party commissions.#

Total Brokerage and Agent Commission entered on this screen will be applied to all underwriters on the section by default but may be varied per underwriter as necessary.

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Admin Fee/Policy Fee/Charitable Donation/Placing Fee

Enter amounts as necessary. Note that these Fees can be renamed and configured to debit/credit specific accounts.

1.1.6. Taxes

The screenshot shows a software window titled "Policy Section Details". It has a menu bar with "File", "View", "Diary", "Documents", "E-Mail", "Copy", "Additional Details", "Help", and "Favourites". Below the menu is a toolbar with icons for search, calendar, grid, Word, Outlook, save, copy, delete, printer, checkmark, and a phone. The main content area is divided into two sections. The top section, "Policy Section", contains fields for "Policy Number:", "Section Number:", "Class of Business:", "(Re)Insured:", and "Risk Address:". The bottom section, "Details", has a tabbed interface with tabs for "Assured", "Period", "Risk/Client", "Brokerage", "Taxes", "Market", "BA & L/S", "Transactions", "Endorsements", "FCA", and "Linkage". The "Taxes" tab is selected, showing three rows of "Taxes:" with dropdown menus and percentage input boxes. Below this is a section titled "Commerical Demands - Needs" with fields for "Currency:", "Projected Total Annual Turnover:", "Projected Total Annual Wages - Clerical:", "Projected Total Annual Wages - Manual:", and "Approximate Number of Employees:". At the bottom of the window are buttons for "Update", "Sums Insured", and "Close".

Select up to 3 taxes from the list. The default percentage associated with each selected tax will populate in the percentage field but can be manually updated.

The sign of each tax is significant. A tax prefixed with a '-' (minus) will debit the client and credit underwriter(s). A tax with no prefix will credit the client and debit underwriter(s).

To remove a selected tax, remove the corresponding percentage and then tab out of the percentage box.

Taxes selected on this screen will be applied to all underwriters on the section by default but may be varied per underwriter as necessary.

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Order to Close

This percentage is used by the signed line calculation and represents the sum of all calculated signed lines. Can be entered as either 100% or the Section Order%. In other words, set to 100% for a section that is signed to Order or set to the Section Order% for a section that is signed to Whole.

To add an open market underwriter, press **Add**. Use **Edit** and **Delete** to change/remove the selected insurers. Use **Move Up** and **Move Down** to alter the position of the selected insurer in the list.

Press **Update** to perform calculation, and validation, of signed line percentages for all underwriters. Validation will ensure that the sum of signed lines is equal to the Order to Close value. Note that pressing **Update** will also validate all tabs within the section.

Policy Section Details

File View Diary Documents E-Mail Copy Additional Details Help Favourites

Policy Section

Policy Number: (Re)Insured:
Section Number: Risk Address:
Class of Business:

Details

Assured Period Risk/Client Brokerage Taxes Market BA & L/S Transactions Endorsements FCA Linkage

Whole/Order: Section Order:
Percent/Amount: 100% Amount Order:
Decimal Places: Order to Close:

Insurers

Code	Name	Written	Line To Stand	Signed Line	Bureau	Variable	Plac. I

< >

Add Edit Delete Move Up Move Down

Bureau Totals: Lloyd's ILU LIRMA Companies **Total**
Written:
Signed Lines:

Update Sums Insured **Export** Close

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Enter the Code for the underwriter.

The 'Underwriters' form contains the following fields and controls:

- Underwriter Code:** A text input field followed by a search icon (three dots).
- Written Line:** A text input field.
- Line to Stand:** A checkbox.
- Signed Line:** A text input field.
- Reference:** A text input field followed by a search icon (three dots).
- Taxes:** Three rows, each with a dropdown menu and a text input field.
- Brokerage:** A text input field.
- Commission:** A text input field.
- Buttons:** 'Update', 'Placing Market', and 'Close'.

To search for an Underwriter code, use the Search function.

The 'Underwriter Search' form contains the following fields and controls:

- Underwriter Code:** A text input field.
- Name:** A text input field.
- Type:** A dropdown menu.
- Contact Name:** A text input field.
- Buttons:** 'Search' and 'Close'.

Select the required underwriter from the search results.

Written Line

Enter a percentage (**Line to Stand** box ticked or left blank as appropriate).

Reference

Enter the underwriter's reference.

Brokerage

Enter the total brokerage from the underwriter as a percentage. Will default to the Total Brokerage% from the Brokerage tab but may be varied as necessary.

Commission

Enter the commission being passed to the client/agent from the underwriter as a percentage. Will default to the Commission% from the Brokerage tab but may be varied as necessary.

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Taxes

Select up to 3 taxes from the list. Will default to the Taxes from the Taxes tab but may be varied as necessary.

The default percentage associated with each selected tax will populate in the percentage field but can be manually updated.

The sign of each tax is significant. A tax prefixed with a '-' (minus) will debit the client and credit underwriter(s). A tax with no prefix will credit the client and debit underwriter(s).

To remove a selected tax, remove the corresponding percentage and then tab out of the percentage box.

Placing Market

If the selected Underwriter Code is configured as a Placing Intermediary, then the Placing Market function will be enabled to record details of the underlying insurer(s) in the Placing Intermediary Market screen.

Code	Name	Written	Line To Stand	Signed Line
------	------	---------	---------------	-------------

Bureau Totals:

Lloyd's	ILU	LIRMA	Companies
Written:	Written:	Written:	Written:
Signed Lines:	Signed Lines:	Signed Lines:	Signed Lines:

To add an underlying insurer, press **Add**. This function uses the same screens as previously described. Use **Edit** and **Delete** to change/remove the selected underlying insurers. Use **Move Up** and **Move Down** to alter the position of the selected insurer in the list.

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1.1.8. (BA & L/S) Binding Authority / Lineslip

Policy Section Details

File View Diary Documents E-Mail Copy Additional Details Help Favourites

Policy Section

Policy Number: (Re)Insured:

Section Number: Risk Address:

Class of Business:

Details

Assured Period Risk/Client Brokerage Taxes Market **BA & L/S** Transactions Endorsements FCA Linkage

Covers

Cover	Name	Percent	Type	Section

Add Edit Delete Move Up Move Down

Line Slip

Declaration from a line slip? ☐ Master Line Slip Number:

Update Sums Insured **Export** Close

To add a cover, press **Add**. Use **Edit** and **Delete** to change/remove the selected cover(s). Use **Move Up** and **Move Down** to alter the position of the selected cover in the list.

Covers

Cover Code: Show All Items

Name:

Class of Business:

Percentage:

Update Close



Cover Code

Select a Cover Code from the list. By default, only in-force Covers will be listed. Press **Show All Items** to include all Covers in the list.

Class of Business

Select a Class of Business code for the Cover. On first saving a new risk, selection of multiple Covers with different Class of Business codes will result creation of a separate section per Class of Business Code i.e. to reflect different premium splits.

Percentage

Enter the percentage of the risk to be applied to the selected Cover.

On pressing **Update**, the Cover Account for each selected Cover will be automatically added to the Market tab. For each Cover Account, the Percentage will populate the Written Line and Line to Stand will be ticked.

Declaration from a Line Slip

To attach a risk to a Line Slip (an alternative to using Covers), tick this box.

Master Line Slip Number

Select a Master Lineslip Policy from the list. An additional tick box Select Sections from Line Slip is available to allow specific selection of sections from the selected Master Lineslip Policy.

Master Policy Sections					
Slip	Cob	Description	Inception	Expiry	Select
1	AL	Aviation Liability	01 JAN 2025	31 DEC 2025	
2	AP	Property	01 JAN 2025	31 DEC 2025	
3	MR	MR Hull	01 JAN 2025	31 DEC 2025	
4	MR1	MR1 Liability	01 JAN 2025	31 DEC 2025	

Update Select All Deselect All Close

Select section(s) by double-clicking in the row or use the Select All / Deselect All as necessary. On first saving a new risk, pressing **Update** will automatically populate the underwriter account(s) for the selected Master Lineslip Policy to the Market tab. If multiple sections of the Master Lineslip Policy have been selected then those sections will be automatically created on the new risk.



1.1.9. Transactions

Policy Section Details

File View Diary Documents E-Mail Copy Additional Details Help Favourites

Policy Section

Policy Number: (Re)Insured:
Section Number: Risk Address:
Class of Business:

Details

Assured Period Risk/Client Brokerage Taxes Market BA & L/S Transactions Endorsements FCA Linkage

Transactions

Suffix	CCY	Amount	Client Due	U/W Due	Instalment	Warranty Date	No of C&R

Premiums/Claims Summary

Currency	Gross Premium	App.Premium	Net Client	Net Uwtter	Claims Paid

Update Sums Insured Export Close

The Transactions tab displays a list of all transactions processed to the section.

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1.1.10. Endorsements

Policy Section Details

File View Diary Documents E-Mail Copy Additional Details Help Favourites

Policy Section

Policy Number: (Re)Insured:

Section Number: Risk Address:

Class of Business:

Details

Assured Period Risk/Client Brokerage Taxes Market BA & L/S Transactions **Endorsements** FCA Linkage

No.	Taken up No.	Effective Date	CCY	Premium	Acct Exec.	Short

Enter/Amend Endorsements

Update Sums Insured Export Close

The Endorsements tab displays a list of all transactions processed to the risk. Access the Endorsements maintenance function by pressing **Enter/Amend Endorsements**.



Information

Enter additional free text information about the risk.

1.1.12. Linkage

Policy Section Details

File View Diary Documents E-Mail Copy Additional Details Help Favourites

Policy Section

Policy Number: (Re)Insured:
Section Number: Risk Address:
Class of Business:

Details

Assured Period Risk/Client Brokerage Taxes Market BA & L/S Transactions Endorsements FCA Linkage

Linked Policies

Policy No.	Client Code	Class of Business	Insured
------------	-------------	-------------------	---------

< >

Add Delete

Update Sums Insured Close

Enter details of other risks that have an association to this risk. Press **Add** to add a new linked risk.

Linked Policy

Policy No.: ...

Client:

Class of Business:

Insured:

Update Close

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Enter a risk number or use the Search function to search for a risk then press **Update** to add the risk.

1.1.13. Cover Info

Policy Section Details

File View Diary Documents E-Mail Copy Additional Details Help Favourites

Policy Section

Policy Number: A250263 (Re)Insured: Anvesaka Yoga & Aerial Stockton Ltd

Section Number: 1 Risk Address: 3 St Johns Park

Class of Business: AHL - Aviation Hull & Liability

Details

Assured Period Risk/Client Brokerage Taxes Market BA & L/S Transactions Endorsements FCA Linkage Cover Info

Headings	Details	Mandatory
Terrorism Yes/No		
ERN Exempt Yes/No		
ERN		
MD/BI % Share		
Expiring Buildings Sum Insured		
Expiring Contents Sum Insured		

Add Edit Delete Move Up Move Down

Update Sums Insured Export Close

For risks attaching to Covers on which Cover Information fields have been configured, the Cover Info tab allows entry of the corresponding values. Select a row and press **Edit** to enter/update the values.

Cover Headings

Heading: Terrorism Yes/No

Details:

<< < 1 of 19 > >>

Close

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1.1.14. Sum Insured

Press **Sums Insured** to display a screen that allows entry of further risk information. The following tabs are present for all Classes of Business:

- Assured Details
- Taxes
- Brokerage
- Subjectivities

However, the following tabs are displayed subject to the Class of Business configuration:

- Schedule tab
 - Commercial Combined
 - Household
 - Property
- Interest tab
 - Jeweller's Block
 - Treaty Proportional
 - Reinsurance
 - Excess of Loss
- Binding Authority tab
 - Binding Authority
- Conditions tab
 - Binding Authority
 - Marine
 - Marine Hull
 - Household
 - Professional Indemnity
 - Excess of Loss
- Aircraft tab
 - Aviation
- Vessels tab
 - Marine
 - Marine Hull
- Adjustments tab
 - Marine
 - Marine Hull
- Limits and Premiums tab
 - Reinsurance
 - Excess of Loss
- Professional Indemnity tab
 - Professional Indemnity
- Limits tab
 - Professional Indemnity
- Reinstatements tab

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- Excess of Loss

1.2. Generate Policy Number

When all risk required risk details are valid, press **Update** to save the risk and display the Generate Policy Number screen.

Generate Policy Number

Quote Number:

Department:

Year of Account:

Root Number:

Class of Business:

Master Lineslip Policy: ☐

OK Cancel

Quote Number

If the risk was created by the Firm Order function from within a quote, the quote number will be displayed.

Department

The current Department is displayed.

Year of Account

Select a year of account to be used within the risk number. Will default to the risk inception year.

Root Number

Enter a 4 digit root number to be used within the risk number. If the risk was created by the Firm Order function from within a quote and a root number was pre-assigned when saving the quote, the pre-assigned root number will be displayed. Otherwise leave blank for assignment of the next available root number.

Class of Business

Select the main Class of Business for the risk.

Master Lineslip Policy

Tick to create the risk as a Master Lineslip.

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2. Open a Risk

To open an existing risk, press the Risk icon on the desktop toolbar to display the Risk Search screen, enter the risk number in the Policy Number field and then press **Search**.



Risk Search

Policy Number: UMR:

(Re)Insured:

Client Code: ... Post Code:

Department:

Sub Division:

Class of Business: ☐ All Cobs

Account Executive: ☐ All AE

Producing Broker: ☐ All Prod

Signing Number:

Signing Date:

Original Insured:

Insurer Reference:

Cover:

Connection:

Date Options

☐ Current ☒ All ☐ Expired ☐ Specified Range

Date Range

Inception Date: to

Expiry Date: to

Search **Favourites** **Recent Used**

Alternatively, enter the required search value(s) using any combination of the available criteria and press **Search**. Press **Favourites** to display a list of the favourite risks for the current user. Press **Recent Used** to display a list of the most recently accessed risks for the current user.



The Search Results screen will display all matching risks.

Policy search results (2 records)

Policy No	(RE) Insured	Inc Date	Exp Date	Class of Business	Lead Uwtter	Insurer Ref	Client	Agents
C251367	Downunder Investments	01 Jun 2025	31 May 2026	Commercial Property	Lloyd's Syndicate 1969		Steadfast Australia	
C251368	Downunder Investments	01 Jun 2025	31 May 2026	Commercial Property	Lloyd's Syndicate 1969		Steadfast Australia	

Select Search New Export Close

Click in a row and press **Select** to open the selected risk. Press **Search** to return to the Risk Search screen. Press **Export** to copy the search results into Microsoft Excel.

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2.1. Policy Summary

The Policy Summary screen is a high-level overview of all sections and transactions on the risk.

Policy Summary

File View Diary Documents E-Mail Copy Amend Help Favourites

Policy Number: C251367 (Re)Insured: Downunder Investments Business Description: Core Cob: CPROP

Inception Date: 01 May 2025 Address: Canberra

Expiry Date: 30 Apr 2026

Section Details

Slip	Cob	Description	W/O	Order %	Placed	Closed	Brokerage	Lead Underwriter	Client	Assured
1	CPROP	Commercial Property (Group: NM)	W	100	100.00	100	25.000	Lloyd's Syndicate 1969	AS001	S0144

Transaction Details

Suffix	Cob	Section Text	CCY	Amount	Client Due	UW Due	Instalment	Client	Warranty Date	No of C
001PM	CPROP	Commercial Property	USD	1,000.00	01 Jul 2025	03 Aug 2025		AS001		

☐ Premiums/Claims ☒ Endorsements

No.	Effective Date	CCY	Premium	Acot Exec	Slip Amended	Taken Up	Taken Up No	Brief Description	Sanction Date	Sanction User	NTU	Transaction
001	01 Jul 2025	USD	0.00	MJ	NO	NO		End#1			NO	

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

2.1.1. Menus

File

Close

Close the risk. Also available on the toolbar.

View

Client Folder

Display the Document Management System (DMS) screen for the risk. Also available on toolbar.

Multi Clients

Display the Syndicate/Multiple Clients screen.

Policy Tracking

Display the Tracker Log for the risk. Details are displayed across several tabs.

Premium Risk Details

Display and update the Cover Info details for the selected transaction.

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Transactions

Open the Transaction Search function. Also available on toolbar.

Accounts

Open the Ledger Balances screen for the client account on the risk.

Transaction Accounts

Open the Transaction Details screen for the transactions on the risk.

Lineslip Policies

For Master Lineslips only, display a list of risks attaching the Master Lineslip.

Diary

Create Diary Item

Create a new diary entry for the risk. Also available on toolbar.

View Diary

View the Diary screen for the risk. Also available on toolbar.

Documents

General Document

Create a new document using a General Document template. Function also available on toolbar.

Slip

Create a Slip document for the risk. Opens the current Slip document if one already exists. Function also available on toolbar.

Cover Note

Create a Cover Note document for the risk. Opens the current Cover Note document if one already exists. Function also available on toolbar.

Transactions

Create new transaction on the risk:

- Debit Note
- Credit Note
- Fee Debit Note
- Fee Credit Note
- Profit Commission Debit
- Profit Commission Return

Policy Summary

Create a Policy Summary document for the risk.

Rating Sheet

Create a Rating document for the risk. Opens the current Rating document if one already exists.

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**Demands and Needs Statement**

Create a Demands and Needs document for the risk. Opens the current Demands and Needs document if one already exists. Function also available on toolbar.

Certificate

Create a Certificate document for the risk.

Underwriter Documents

Create underwriter document(s) for selected transaction(s) on the risk.

ICD

Create an Insurer Contract document for the risk. Opens the current Insurer Contract document if one already exists. Function also available on toolbar.

Phone Note

Create a new Phone Note document. Function also available on toolbar.

PPL

Launch PPL web platform. Also available on toolbar.

A and S

Launch inFOCUS HUB application for Accounting and Settlement submissions. Also available on toolbar.

E-Mail**Create E-Mail**

Create an outgoing email using local Microsoft Outlook.

Copy**Create New Section**

Create a new section on the risk by duplicating the selected section.

Create New Risk

Create a new risk based on the current risk.

Create New Quote

Create a new quote based on the current risk.

Amend**Delete Section**

Delete the selected section.

Amend CoB

Change the Class of Business on the selected section.

Convert to Master Policy

Convert the risk into a Master Lineslip.

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Remove as Master Policy

Revert from a Master Lineslip.

Mid-term Adjustment

Create new section(s) in the risk to reflect a change in the risk terms. Requires entry of an effective date and selection of the affected sections:

The dialog box titled "Mid-term Adjustment" contains a table with the following data:

Slip	Cob	Description	Select
1	PA	Personal Accident	☒

Below the table are four buttons: "Update", "Select All", "Deselect All", and "Close".

The selected section(s) are set to expire at the date entered and the new section(s) are set to incept at the date entered.

Amend Master Policy Details

For Master Lineslips, review the Lineslip details.

The dialog box titled "Amend Master Details" contains the following fields and controls:

- Policy Number:
- Bulking Lineslip: ☐
- Premium Income Limit:
- Income Percentage:
- Master Email:
- Lineslip Reports: ☐

At the bottom are two buttons: "Update" and "Close".

Favourites

Add Favourite

Add the risk to the user's list of Favourites.

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Delete Favourite

Delete the risk from the user's list of Favourites.

2.1.2. Section Details

The Section Details grid contains a list of all sections on the risk. Double-click a row or select a row and press **Section Details** to display the Policy Section Details screen for the selected row.

Policy Summary

File View Diary Documents E-Mail Copy Amend Help Favourites

Policy Number: C251367 (Re)Insured: Downunder Investments Business Description: Core Cob: CPROP

Inception Date: 01 Jun 2025 Address: Canberra

Expiry Date: 31 May 2026

Section Details

Slip	Cob	Description	W/O	Order %	Placed	Closed	Brokerage	Lead Underwriter	Client	Assured
1	CPROP	Commercial Property (Group: NM)	W	100	100.00	100	25.000	Lloyd's Syndicate 1969	AS001	S0144

Transaction Details

Suffix	Cob	Section Text	CCY	Amount	Client Due	UW Due	Instalment	Client	Warranty Date	No of
001PM	CPROP	Commercial Property	USD	1,000.00	01 Jul 2025	03 Aug 2025		AS001		

☒ Premiums/Claims ☐ Endorsements

Currency	Gross Premium	App. Premium	Net Client	Net Uwrtr	Claims Paid	Claims Outstanding	Net from Client	Claim Ratio%	Client Paid
USD	1,000.00	1,000.00	875.50	772.50	0.00	0.00	875.50		0.00

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

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2.1.3. Transaction Details

The Transaction Details grid contains a list of all premium and claim transactions on the risk. Double-click a row or select a row and press **Transaction Details** to display the Ledger Entry Details screen for the selected row.

Policy Summary

File View Diary Documents E-Mail Copy Amend Help Favourites

Policy Number: C251367 (Re)Insured: Downunder Investments Business Description: Core Cob: CPROP

Inception Date: 01 Jun 2025 Address: Canberra

Expiry Date: 31 May 2026

Section Details

Slip	Cob	Description	W/O	Order %	Placed	Closed	Brokerage	Lead Underwriter	Client	Assured
1	CPROP	Commercial Property (Group: NM)	W	100	100.00	100	25.000	Lloyd's Syndicate 1969	AS001	S0144

Transaction Details

Suffix	Cob	Section Text	CCY	Amount	Client Due	UW Due	Instalment	Client	Warranty Date	No of
001PM	CPROP	Commercial Property	USD	1,000.00	01 Jul 2025	03 Aug 2025		AS001		

☒ Premiums/Claims ☐ Endorsements

Currency	Gross Premium	App. Premium	Net Client	Net Uvter	Claims Paid	Claims Outstanding	Net from Client	Claim Ratio%	Client Paid
USD	1,000.00	1,000.00	875.50	772.50	0.00	0.00	875.50		0.00

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

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2.1.4. Premium/Claim Summary and Endorsements

The Premium/Claim summary displays, per original currency, a total of premium and claim financials processed on the risk.

Policy Summary

File View Diary Documents E-Mail Copy Amend Help Favourites

Policy Number: C251367 (Re)Insured: Downunder Investments Business Description: Core Cob: CPROP

Inception Date: 01 Jun 2025 Address: Canberra

Expiry Date: 31 May 2026

Section Details

Slip	Cob	Description	W/O	Order %	Placed	Closed	Brokerage	Lead Underwriter	Client	Assured
1	CPROP	Commercial Property (Group: NM)	W	100	100.00	100	25.000	Lloyd's Syndicate 1969	AS001	S0144

Transaction Details

Suffix	Cob	Section Text	CCY	Amount	Client Due	UW Due	Instalment	Client	Warranty Date	No of C
001PM	CPROP	Commercial Property	USD	1,000.00	01 Jul 2025	03 Aug 2025		AS001		

☒ Premiums/Claims ☐ Endorsements

Currency	Gross Premium	App. Premium	Net Client	Net Utwr	Claims Paid	Claims Outstanding	Net from Client	Claim Ratio%	Client Paid
USD	1,000.00	1,000.00	875.50	772.50	0.00	0.00	875.50		0.00

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

Selecting the Endorsements option refreshes the summary to show a list of endorsements on the risk.

☐ Premiums/Claims ☒ Endorsements

No.	Effective Date	CCY	Premium	Acct Exec	Slip Amended	Taken Up	Taken Up No	Brief Description	Sanction Date	Sanction User	NTU	Transaction
001	01 Jul 2025	USD	0.00	MJ	NO	NO		End#1			NO	

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

The selected option is stored per user and used as the default display setting when opening a risk.

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2.1.5. Sums Insured

Press **Sums Insured** to display a screen that allows entry of further risk information. The following tabs are present for all Classes of Business:

- Assured Details
- Taxes
- Brokerage
- Subjectivities

However, the following tabs are displayed subject to the Class of Business configuration:

- Schedule tab
 - Commercial Combined
 - Household
 - Property
- Interest tab
 - Jeweller's Block
 - Treaty Proportional
 - Reinsurance
 - Excess of Loss
- Binding Authority tab
 - Binding Authority
- Conditions tab
 - Binding Authority
 - Marine
 - Marine Hull
 - Household
 - Professional Indemnity
 - Excess of Loss
- Aircraft tab
 - Aviation
- Vessels tab
 - Marine
 - Marine Hull
- Adjustments tab
 - Marine
 - Marine Hull
- Limits and Premiums tab
 - Reinsurance
 - Excess of Loss
- Professional Indemnity tab
 - Professional Indemnity
- Limits tab
 - Professional Indemnity
- Reinstatements tab

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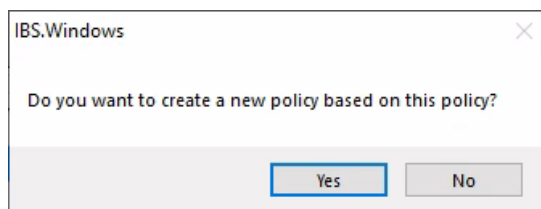
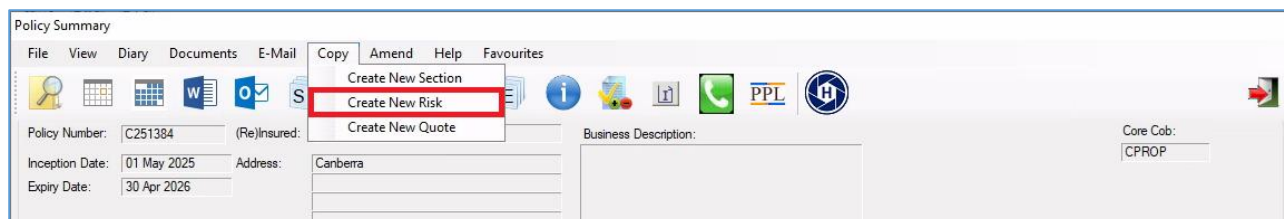
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- Excess of Loss

3. Copy Sections

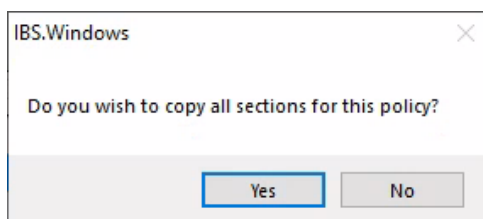
3.1. Copy a Risk

To create a new risk as a copy of an existing risk, select the **Create New Risk** option on the Copy menu on the Policy Summary or Policy Section Details screens within the existing risk.



Press **Yes** to continue. An unsaved risk screen will be displayed containing all details duplicated from the selected section of the existing risk.

If the existing risk contains multiple sections, an additional prompt is displayed.

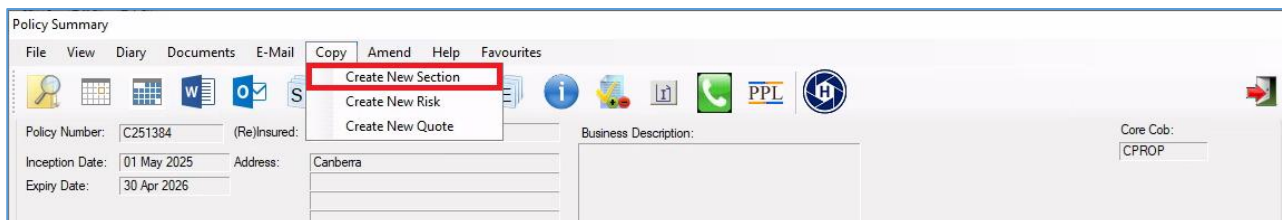


Press **Yes** to copy all sections from the existing risk to the new risk. Note that the unsaved risk screen displayed represents the first section only. On saving the risk, all sections from the existing risk will be duplicated.

Press **No** to copy the selected section from the existing risk to the new risk.

3.2. Copy a Section

To create a new section as a copy of an existing section within a risk, select the **Create New Section** option on the Copy menu on the Policy Summary or Policy Section Details screens within the existing risk.

A screenshot of the 'Create Policy Section' dialog box. It contains two main sections: 'Copy From' and 'Copy To'.
Copy From:
Policy Number: C251385
(Re)Assured: Able Finance Services Limited
Slip Number: 1
Risk Address: Canberra
Class of Business: BI
Copy To:
Class of Business: BI - Business Interruption
Section No.:
Section Description:
Items to copy:
☒ Taxes
☒ Third Party
☒ Market
Buttons: Update, Close

Class of Business

Select a Class of Business for the new section.

Section No

Select a Section Number for the new section.

Section Description

Enter a description for the new section.

Items to copy

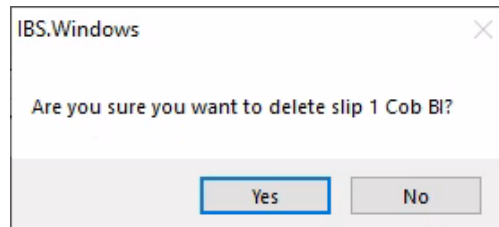
Tick the **Taxes**, **Third Party** or **Market** boxes as required to duplicate the corresponding information from the existing section to the new section.

Press **Update** to continue. An unsaved section screen will be displayed containing all details duplicated from the selected section of the existing risk.



3.3. Delete a Section

To delete a section from a risk, select the **Delete Section** option on the Amend menu on the Policy Summary menu.



Press **Yes** to delete the section.

Note that a section can only be deleted if it has not been involved in a premium transaction or if a claim exists on the risk.

3.4. Amend a Class of Business

To amend the Class of Business on a section, select the **Amend Cob** option on the Amend menu on the Policy Summary menu.

Amend Cob

Copy From

Policy Number: C251385 (Re)Assured: Able Finance Services Limited

Slip Number: 1 Risk Address: Canberra

Class of Business: BI

Class of Business: CPROP - Commercial Property

Update Close

Class of Business

Select a Class of Business for the section.

Note that the Class of Business can only be amended if no transactions have been processed on the risk.

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4. Premium Processing

To create a new premium transaction, press the **Premium Processing** icon on the Policy Summary toolbar (alternatively select the required **Transaction** option on the Documents menu). This will create a premium involving all sections on the risk. The same options are available within a section to create a premium involving only that section.

Policy Summary

File View Diary Documents E-Mail Copy Amend Help Favourites

Policy Summary toolbar icons: Search, Calendar, Grid, Word, Excel, Outlook, PowerPoint, Print, Home, etc.

Debit Note

File Sections Help

Policy Details Third Party Details Tax

Details

Policy Number: C251374 Account Code: AS001 Multi Clients

(Re)Insured: Downunder Investments Account Name: Steadfast Australia

Period: 01 May 2025 to 30 Apr 2026 Address: Level 4,

Type: New Business Date Produced: 26 Jun 2025 Effective Date: 01 May 2025

Debit Note Details: To premium in respect of certificate attached Ledger Narrative: Downunder Investments
1st May 2025 to 30th Apr 2026
Commercial Property

Original Currency: USD Settlement Currency: USD Rate of Exchange: 1 Defer: ☐

Gross Premium: 3,000.00 Applicable Premium: 300.00 Payment Details: ☒ Normal ☐ Paid Direct

Applicable Brokerage: 45.00

Terms of Trade

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

Instalments: ☐ 31 May 2025 30 Jul 2025 30 Jul 2025

Sections

Slip/Cob	Description	Gross Premium	Agents %	Agents Amount	Brokerage %	100% Bkge Amount
1\CPROP	Commercial Property	1,000.00	2.5	25.00	15	150.00
2\T	Terrorism	2,000.00	2.5	50.00	15	300.00

Additional Premiums

Legal Protection: ☐ Premium: Insurer:

Placing Fee: ☐ Policy Fee: ☐ Admin Fee: ☐ Charitable Donation: ☐

Fee: Fee: Fee: Fee:

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

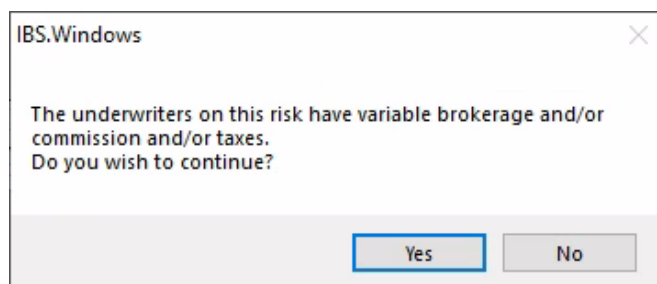
OK Cancel

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Note: Agent Commission and Brokerage percentages can vary per underwriter within a section. In such cases the following warning is displayed and certain behaviours within the Debit Note function are limited.



4.1. Menus

File

Save

Save the premium and exit.

Close

Close the premium screen (when viewing a saved premium).

Sections

Display the Commission, Brokerage, Third Party and Tax calculations per section.

4.2. Policy Details

Account Code

Enter the Code for a Direct Client or Agent. To search for a client code, use the Search function.

Select the required client from the search results. Defaults to the Code from the risk.

Type

Select the required type of premium transaction from the list. Selection of Credit Note, Fee Debit Note, Fee Credit Note, Profit Commission or Profit Commission Return options from the Documents menu will default the selected Type.

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**Effective Date**

For additional and return premiums, enter the effective date of the premium.

Debit Note Details

Enter a narrative that can be used to appear on premium documents.

Ledger Narrative

Enter a narrative for population within the ledger postings for the transaction.

Original Currency

Select the original currency for the premium i.e. the currency in which payment is expected from the client. Defaults to the first currency on the risk.

Settlement Currency

Select the settlement currency for the premium i.e. the currency in which payment is expected by underwriters. If the selected Original Currency is a banking currency, the Settlement Currency will default to the same currency. Otherwise, a Settlement Currency must be selected.

Rate of Exchange

For convertible currency premiums, enter a rate of exchange between Original Currency and Settlement Currency. Defaults to the current rate of exchange recorded in ibs.

Defer

Tick if the premium should be prevented from selection on Ledger Update until the effective period has been reached.

Normal / Paid Direct

Select Paid Direct if the client is settling directly to underwriter(s) and the ledger transaction should represent the collection of brokerage (and payment of commission(s)) only.

Single Premium / Instalments

Select either a single premium or multiple instalments. See Premium Instalment Details.

Client Due Date

If a single premium is selected, enter the required client due date. Default value depends on the selected Type and configuration settings.

Underwriter Due Date

If a single premium is selected, enter the required underwriter due date. Default value depends on the selected Type and configuration settings.

Payment Warranty Expiry Date

If a Premium Warranty applies, enter the expiry date.

Gross Premium

Enter the 100% Gross Premium amount for each section involved in the premium.

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**Agents%**

Enter the Agent Commission percentage. Defaults to the Agent Commission percentage in the section. Can be modified unless Agent Commission and Brokerage percentages vary per underwriter within an involved section.

Agents Amount

Enter the Agent Commission amount. Defaults to the Agent Commission percentage as a proportion of the 100% Gross Premium. Can be modified unless Agent Commission and Brokerage percentages vary per underwriter within an involved section.

Brokerage%

Enter the Brokerage percentage. Defaults to the value from the Retained Brokerage percentage in the section. Can be modified unless Agent Commission and Brokerage percentages vary per underwriter within an involved section.

100% Bkge Amount

Enter the Brokerage amount. Defaults to the Brokerage percentage as a proportion of 100% Gross Premium. Can be modified unless Agent Commission and Brokerage percentages vary per underwriter within an involved section.

Note: Agent Commission and Brokerage percentages can vary per underwriter within a section. The percentages displayed are taken from the Brokerage tab on the section, but the premium calculation will use the percentages entered on the individual underwriter(s).

Fees

Enter Fee amounts as necessary. Defaults to the value(s) from the risk.

Profit Commission

Tick if the premium should be included in profit commission calculation.

Premium Credit

Tick if the premium is subject to premium credit.

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4.3. Third Party Details

Debit Note

File
Sections
Help

Policy Details
Third Party Details
Tax

Third Party Details

	Percentage	Value
Account: NO1SURV - No1 Surveyor Ltd	1.000	10.00
Third Party Total:	1.000	10.00

Terms of Trade

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

Instalments: ☐ 26 Jul 2025 28 Aug 2025

Sections

Slip/Cob	Description	Gross Premium	Agents %	Agents Amount	Brokerage %	100% Bkge Amount
1\CPROP	Commercial Property	1,000.00	15	150.00	9	90.00

Additional Premiums

Legal Protection: ☐ Premium: Insurer:

PlacingFee ☐ PolicyFee ☐ AdminFee ☐ Charitable Donation ☐

Fee: Fee: Fee: Fee:

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

OK Cancel

Account

Select up to 5 Third Party accounts from the list. Will default to the selections from the first section involved in the premium.

Percentage

Enter the Third Party percentage for each selected Third Party. Defaults to the value(s) from the first section involved in the premium.

Value

Enter the Third Party amount for each selected Third Party. Defaults to the Third Party percentage as a proportion of 100% Gross Premium.

Note: the Third Party Details tab is non-modifiable for premiums involving underwriters with variable commissions and/or brokerage and for premiums involving more than one section.

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4.4. Tax

Debit Note

File
Sections
Help

Policy Details
Third Party Details
Tax

Taxes

	Percentage	Value
Tax Code 1: Q - Insurance Premium Tax	-12.000	-12.00
Tax Code 2:		
Tax Code 3:		
Tax Total:	-12.000	-12.00

<<
<
Record: 1 of 2
>
>>

Terms of Trade

Single Premium: ☒
Client Due Date: 31 May 2025
Underwriter Due Date: 30 Jul 2025
Payment Warranty Expiry Date: 30 Jul 2025

Instalments: ☐

Sections

Slip/Cob	Description	Gross Premium	Agents %	Agents Amount	Brokerage %	100% Bkge Amount
1\CPROP	Commercial Property	1,000.00	2.5	25.00	15	150.00
2\T	Terrorism	2,000.00	2.5	50.00	15	300.00

Additional Premiums

Legal Protection: ☐
Premium:
Insurer:

PlacingFee: ☐
PolicyFee: ☐
AdminFee: ☐
Charitable Donation: ☐

Fee:
Fee:
Fee:
Fee:

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

OK
Cancel

Tax Code

Select up to 3 Tax Codes from the list. Will default to the selections from the section(s) involved in the premium. On a premium involving multiple sections, navigate to the Tax Codes for each section using the first/previous/next/last buttons.

Percentage

Enter the percentage for each selected Tax Code. Defaults to the percentage(s) from the sections involved in the premium.

Value

Enter the Tax Code amount for each selected Tax Code. Defaults to the Tax Code percentage as a proportion of 100% Gross Premium.

Note: the Tax tab is non-modifiable for premiums involving underwriters with variable commissions and/or brokerage.

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When all premium details have been entered, press **OK** to continue.

4.5. Premium Instalment Details

Premium Instalment Details

Transaction Details

Policy Number: IPT on 1st Instalment: ☐ Lpan Instalment Split: ☐

Gross Premium: IPT Apportioned: ☒

Client Instalments

Frequency: Automatic Allocation: ☐ No. of Instalments:

Amount: Client Due Date: Underwriter Due Date: Instalment Date:

IPT on 1st Instalment / Apportioned

Select whether the IPT should be accumulated on the 1st instalment or apportioned across all instalments.

LPAN Instalment Split

Tick if separate LPAN documents are required per instalment.

Frequency

Select the required instalment frequency period. This selection is used to provide a default No of Instalments and is used to provide default due dates for each instalment.

Automatic Allocation

Tick to automatically split the 100% Gross Premium into equal instalment amounts and to automatically populate the instalment dates based on the selected Frequency value.

No of Instalments

Enter the required number of instalments. Defaults to the number associated with the selected Frequency value.

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On exiting the No of Instalments field, the screen is refreshed with list of instalments.

Premium Instalment Details

Transaction Details

Policy Number: IPT on 1st Instalment: ☐ Lpan Instalment Split: ☐

Gross Premium: IPT Apportioned: ☒

Client Instalments

Frequency: Automatic Allocation: ☒ No. of Instalments:

Amount:	Client Due Date:	Underwriter Due Date:	Warranty Date:	Instalment Date:
75.00	01 May 2025	01 Jun 2025	30 Jul 2025	01 May 2025
75.00	01 Aug 2025	01 Sep 2025	30 Oct 2025	01 Aug 2025
75.00	01 Nov 2025	01 Dec 2025	30 Jan 2026	01 Nov 2025
75.00	01 Feb 2026	01 Mar 2026	30 Apr 2026	01 Feb 2026

Amount

Enter the Gross Premium amounts.

Client Due Date

Enter the Client Due Dates. If Automatic Allocation is ticked, on exiting the first Client Due Date field, the remaining Client Due Dates will be automatically populated.

Underwriter Due Date

Enter the Underwriter Due Dates. If Automatic Allocation is ticked, on exiting the first Underwriter Due Date field, the remaining Underwriter Due Dates will be automatically populated.

Warranty Date

Enter the Warranty Dates. If Automatic Allocation is ticked, on exiting the first Warranty Date field, the remaining Warranty Dates will be automatically populated.

Instalment Date

Enter the Instalment Effective Dates. If Automatic Allocation is ticked, on exiting the first Instalment Date field, the remaining Instalment Dates will be automatically populated.

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4.6. Ledger Entry Details

Ledger Entry Details

Transaction Reference: C251374001PM

same

	CCY	Account	Orig Amount	Sett CCY	Sett Amount	Match Date	Seq No	Allocation No
	USD	CAS001 - Steadfast Australia	328.50	USD	328.50	Open		
	USD	ULL001 - LLOYDS summary acco...	-92.00	USD	-92.00	Open		
	USD	ULL001 - LLOYDS summary acco...	-184.00	USD	-184.00	Open		
	USD	TNO1SV - No1 Surveyor Ltd	-7.50	USD	-7.50	Open		
	USD	PLB001 - Brokerage	-45.00	USD	-45.00	Open		

Allocation Details


Export

Close

The Ledger Entry Details screen contains a preview of the calculated ledger postings, showing the net amounts in original and settlement currencies for all parties involved in the premium. Press **Close** to continue.

Transaction processing

Do you wish to process this premium now ?

Yes

No

Press **Yes** to save the premium and continue to document production or press **No** to return to the Debit Note screen to review, update or abandon the premium.



4.7. Premium Documents

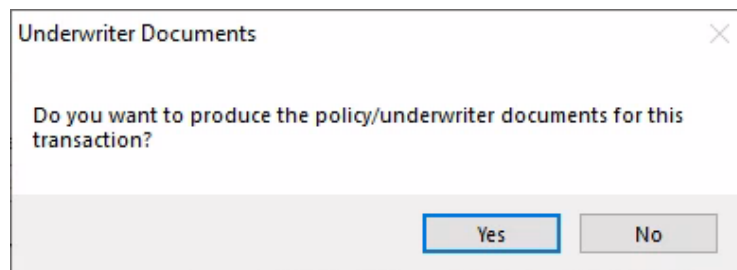
4.7.1. Client and Third Party Documents

A single client debit/credit note is created for each premium transaction, incorporating all involved Sections. The document will be saved in the relevant folder within the DMS.

Separate third party debit/credit note(s) are created for each third party on the premium, incorporating all involved Sections. The document(s) will be saved in the relevant folder within the DMS.

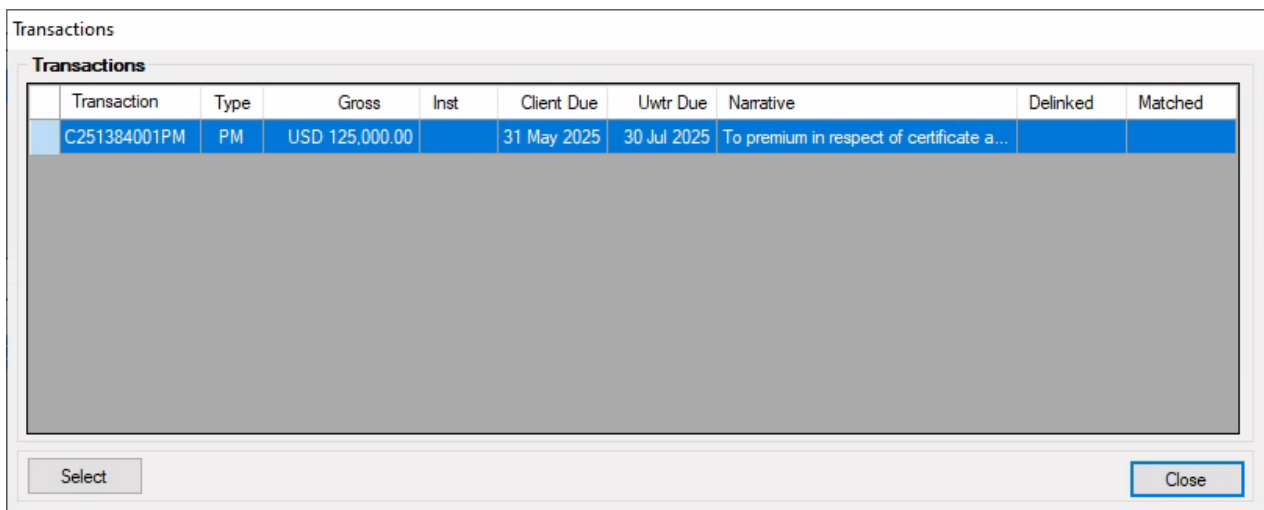
4.7.2. Underwriter Documents

To create underwriter documents as part of the premium creation, press **Yes** to the following screen which is displayed after production of client and third party documentation.



A dialog box titled "Underwriter Documents" with a close button (X) in the top right corner. The text inside asks: "Do you want to produce the policy/underwriter documents for this transaction?". At the bottom right, there are two buttons: "Yes" and "No".

Alternatively select the **Underwriter Documents** option on the Documents menu on either the Policy Summary or Policy Details screens and select the required transaction on the Transactions screen.



The Transactions screen displays a table with the following columns: Transaction, Type, Gross, Inst, Client Due, Uwtr Due, Narrative, Delinked, and Matched. The first row is highlighted in blue and contains the following data: Transaction: C251384001PM, Type: PM, Gross: USD 125,000.00, Inst: (empty), Client Due: 31 May 2025, Uwtr Due: 30 Jul 2025, Narrative: To premium in respect of certificate a..., Delinked: (empty), Matched: (empty). Below the table, there is a "Select" button on the left and a "Close" button on the right.

Transaction	Type	Gross	Inst	Client Due	Uwtr Due	Narrative	Delinked	Matched
C251384001PM	PM	USD 125,000.00		31 May 2025	30 Jul 2025	To premium in respect of certificate a...		

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The Underwriter Documents screen contains a list of available documents for the selected transaction.

Underwriter documents for transaction C251384001PM

	Doc. Type	Account	Date Created	Created By	Orig./Canc./Rep	Date Printed	Signing Number and Date	Matched
	LPAN	LLOYDS	11 Jul 2025	GPMHALO\same	Original			
	LPAN	ILU	11 Jul 2025	GPMHALO\same	Original			
	COMPANY	UTOP01	11 Jul 2025	GPMHALO\same	Original			

Accounts Enquiry Print All Print Selected Client Ledger Close

Press **Accounts Enquiry** to display the Ledger Entry Details screen for the transaction.

Press **Print All** to create all documents in the list.

Press **Print Selected** to create documents for the selected rows (having double-clicked in one or more rows to select the required documents).

Press **Client Ledger** to open the Ledger Display screen for the client account associated with the selected transaction.

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4.8. View Transactions

To view existing transactions on a risk, press the **View Transactions** icon on the Policy Summary toolbar or on the Policy Section toolbar (*alternatively select the required **Transaction** option on the View menu*).

Transaction Search

Policy Number:

C251384

Dr/Cr Number:

Account Code:

Signing Number:

Signing Date:

Amount:

Original CCY:

Search

Close

The risk number will be automatically populated. Additional criteria may be optionally entered. Press **Search** to display a list of transactions on the risk matching the search criteria..

Transactions

Trans. No.	Type	Amount	Client	Client Due	Uwtr Due	Date Produced	Narrative
C251384001PM	PM	USD 125,000.00	AS001	31 May 2025	30 Jul 2025	11 Jul 2025	To premium in respect of certificate attached
C251384002AP	AP	USD 2,500.00	A1234	10 Aug 2025	12 Sep 2025	11 Jul 2025	To premium in respect of certificate attached

Uwtr Due Dates

Transaction Details

Comments

Signing Numbers

C and R

Cancel

Select

Export

Close

Uwtr Due Dates

To display or update the underwriter due date or warranty date for the selected row/transaction.

Transaction Details

To display the Ledger Entry Details screen for the selected row/transaction.

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Comments

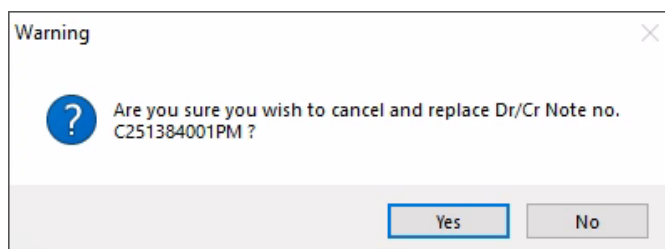
To display or update the comments narrative for the selected row/transaction.

Signing Numbers

To display or update the Signing Number and Date for the selected row/transaction.

C and R

To cancel and replace the selected row/transaction.

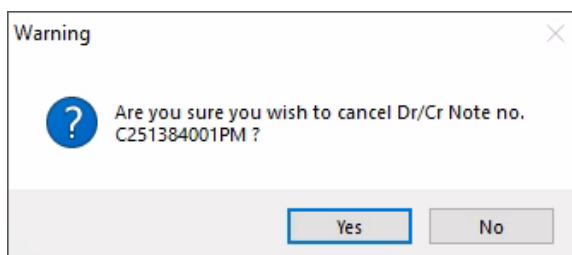


Press **Yes** to continue with the operation. A cancellation premium and associated client and third party documents will be created and saved automatically. An unsaved replacement premium screen will then be displayed.

Note that this operation is not possible on transactions that have already been cancelled or on cancellation transactions.

Cancel

To cancel the selected row/transaction.



Press **Yes** to continue with the operation. A cancellation premium and associated client and third party documents will be created and saved automatically.

Note that this operation is not possible on transactions that have already been cancelled or on cancellation transactions.

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Select

To display the selected row/transaction in read-only mode.

Debit/Credit note enquiry for transaction C251384001PM

File Sections Help

Policy Details Third Party Details Tax

Details

Policy Number: C251384 Account Code: AS001

(Re)Insured: Downunder Investments Account Name: Steadfast Australia

Period: 01 May 2025 to 30 Apr 2026 Address: Level 4,

Type: New Business Date Produced: 11 Jul 2025 Effective Date: 01 May 2025

Debit Note Details: To premium in respect of certificate attached Ledger Narrative: Downunder Investments
1st May 2025 to 30th Apr 2026
Commercial Property

Original Currency: USD Settlement Currency: USD Rate of Exchange: 1.000000 Defer: ☐

Gross Premium: 125,000.00 Applicable Premium: 125,000.00

Payment Details

☒ Normal ☐ Paid Direct

Terms of Trade

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

Installments: ☐ 31 May 2025 30 Jul 2025 30 Jul 2025

Sections

Slip/COB	Description	Gross Premium	Agents %	Agents Amount	Brokerage %	Brokerage Amount
1\CPROP	Commercial Property	125,000.00	2.500	3,125.00	15.500	19,375.00

Additional Premiums

Legal Protection: ☐ Premium: Insurer:

Placing Fees **Policy Fees** **Administration Fee** **Charitable Donation**

Include: ☐ Include: ☐ Include: ☐ Include: ☐

Fee: Fee: Fee: Fee:

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

Re-print Close

Re-print

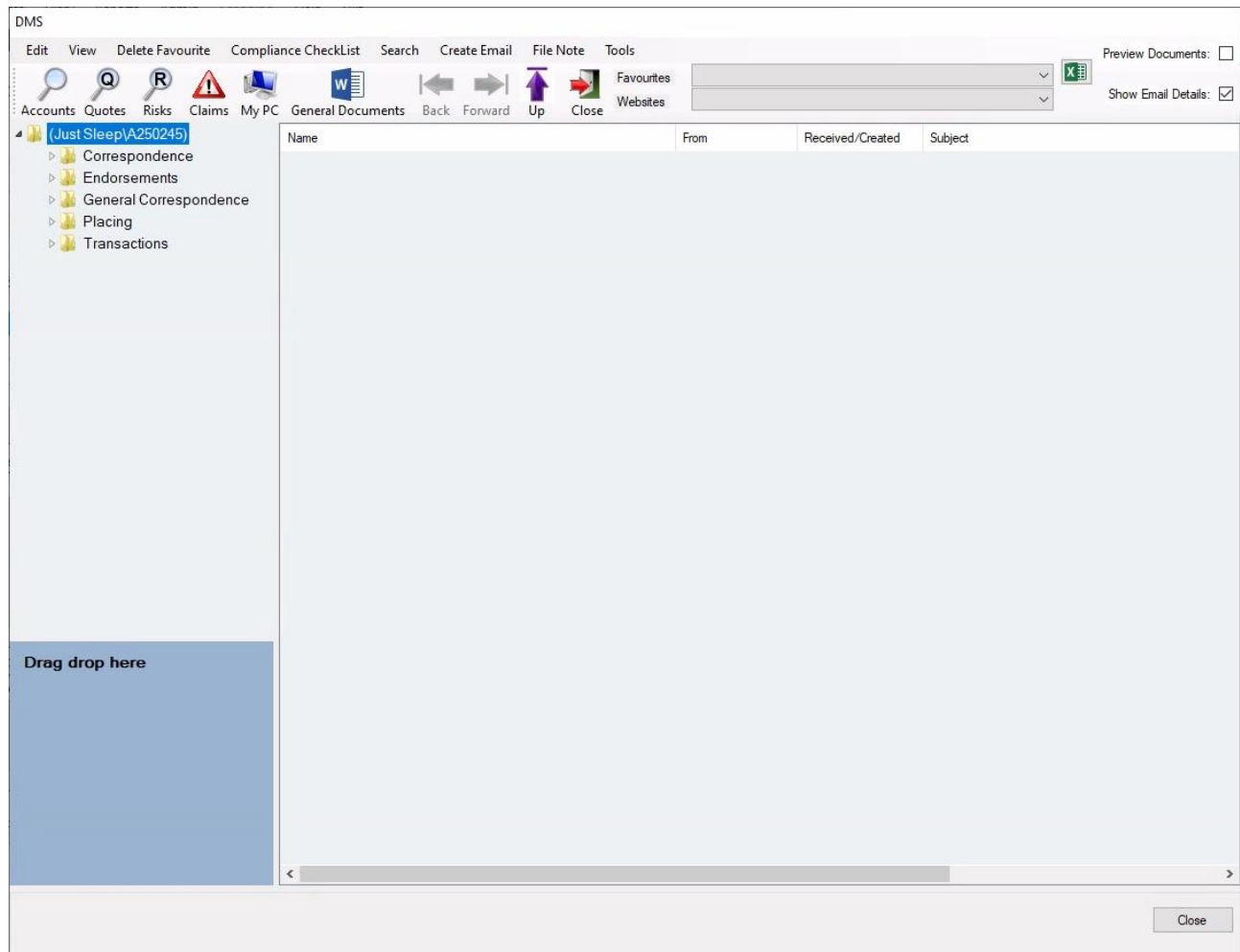
To reprint the client and third party documents.

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5. Document Management System (DMS)



5.1. Menus

Edit

Copy

Copy the selected file.

Paste

Paste the copied file.

Exit

Close the DMS screen.

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[View](#)

Refresh

Refresh the folders with the current content.

[Delete Favourite](#)

Removes the currently selected Favourite from the list.

[Compliance Checklist](#)

Display the Tracker Log for a selected risk.

[Search](#)

Display Windows File Explorer in the selected folder.

[Create Email](#)

Create a new draft email.

[File Note](#)

Create File Note document.

5.2. [Toolbar](#)

Accounts

Display the DMS folders for a selected Client or Assured.

Quotes

Display the DMS folders for a selected quote.

Risks

Display the DMS folders for a selected risk.

Claims

Display the DMS folders for a selected claim.

My PC

Display Windows File Explorer.

General Documents

Create a new document using a General Document template.

Back

Navigate to the previously selected folder.

Forward

Navigate to the subsequently selected folder.

Up

Navigate to the parent folder.

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Close

Close the DMS screen.

Favourites

Select a favourite on the list to navigate to the associated folder.

Preview Documents

Tick to display the Preview Pane. Any selected document will be displayed in the Preview Pane. Setting is maintained on closing the DMS screen.

Show Email Details

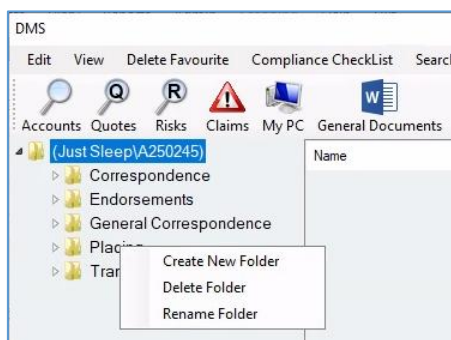
Tick to populate the columns containing details extracted from the email (From, To, Subject, Received). Setting is maintained on closing the DMS screen.

5.3. Operation

On creation of a new risk, ibs automatically constructs new folders within the ibs network to store documents, emails and files associated with the risk.

Documents generated by ibs will be stored in the relevant folders and users may drag/drop emails and files into the folders by selecting the folder and then dragging the file/email into the '**Drag drop here**' pane.

Default folders for new risks may be configured, folders may be created, renamed and deleted by right-clicking on the relevant folder and selecting an option from the floating menu.

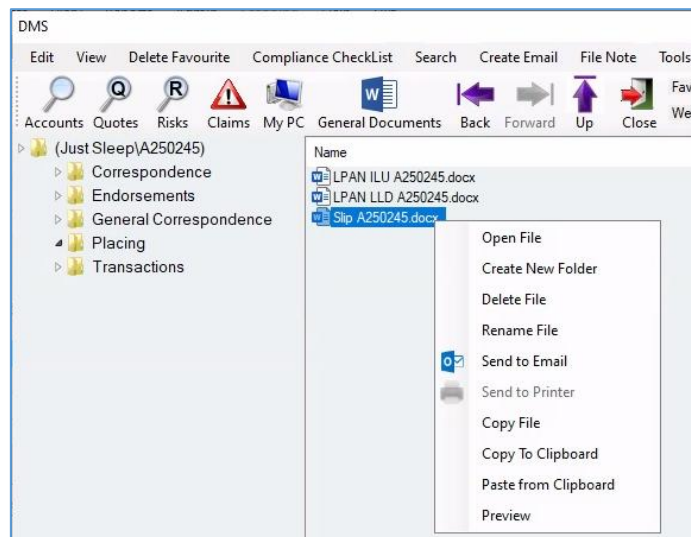


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Documents, emails and files can be accessed by right-clicking on the file and selecting an option from the floating menu.



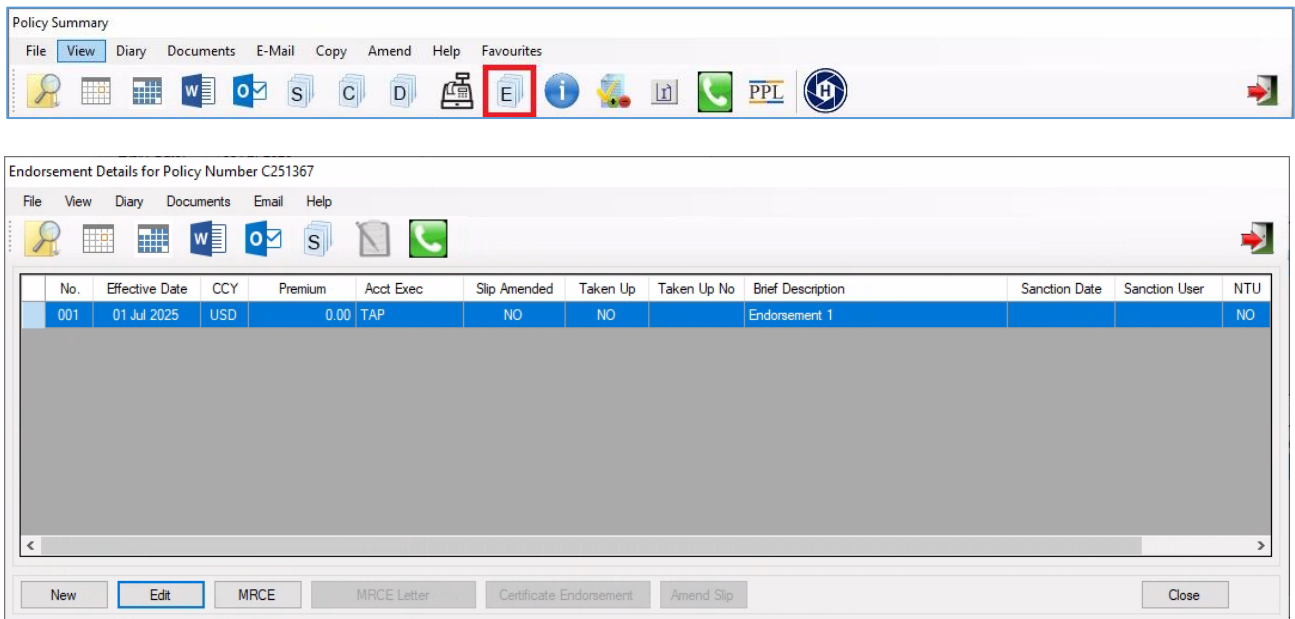
Back/Forward/Up buttons allow navigation across the folder structure i.e. to interrogate folders and contents for other quotes and risks.

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6. Endorsements

To view endorsements on a risk, press the **Edit/View Endorsements** icon on the Policy Summary toolbar. N. Endorsements can also be viewed on the Endorsements tab in the Policy Section Details screen or on the Policy Summary screen (by selecting the Endorsements option).



Policy Summary

File View Diary Documents E-Mail Copy Amend Help Favourites

Endorsement Details for Policy Number C251367

File View Diary Documents Email Help

No.	Effective Date	CCY	Premium	Acct Exec	Slip Amended	Taken Up	Taken Up No	Brief Description	Sanction Date	Sanction User	NTU
001	01 Jul 2025	USD	0.00	TAP	NO	NO		Endorsement 1			NO

New Edit MRCE MRCE Letter Certificate Endorsement Amend Slip Close

6.1. Menus

File

Close

Close the Endorsements screen.

View

Documents

Display the Document Management System (DMS) screen for the risk. Also available on toolbar.

Diary

Create Diary Item

Create a new diary entry for the risk. Also available on toolbar.

View Diary

View the Diary screen for the risk. Also available on toolbar.

Documents

MRCE

Generate MRCE document for the selected endorsement. Alternatively press **MRCE**.

Addendum

Generate Addendum/Cover Note Endorsement document for the selected endorsement.

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Slip Amend

Generate an updated slip document for the selected endorsement.

Debit/Credit Note

Create a premium transaction for the selected endorsement. Only available for endorsements that are set as Taken Up.

General Document

Create a new document using a General Document template. Function also available on toolbar.

Phone Note

Create a new Phone Note document. Function also available on toolbar.

Email

Create Email

Create a new draft email for the risk. Function also available on toolbar.

6.2. Endorsement Details

Press **New** to create a new Endorsement or select a row and press **Edit** to view/update an existing Endorsement.

Endorsement Details for Policy Number C251367

Endorsement No.	001	Insured:	Downunder Investments	
Effective From:	01 Jul 2025	To:	30 Apr 2026	Period: 01/05/2025 to 30/04/2026
Accounts Executive:	MJ - Maris Jones	Currency & Premium:	USD	1,500.00
Brief Description:	Endorsement 1		Endorsement Taken Up:	☒
Endorsement Details:			Endorsement Not Taken Up:	☐

Update Sums Insured Endorsement Nos: Close

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**Endorsement No**

Automatically assigned sequential endorsement number.

Effective From / To

Enter the effective from and to dates for the endorsement.

Account Executive

Select an account executive responsible for the endorsement.

Brief Description

Enter a short description for the endorsement.

Endorsement Details

Enter a description of the endorsement.

Currency & Premium

If a premium is payable for the endorsement, select the currency and enter the gross premium amount for the endorsement. If required, press **Calc.** to perform a pro-rata calculation.

Premium Calculator

Policy Number: C251367

Assured: Downunder Investments

Gross Premium: 1,500.00

Period From: 01 Jul 2025 to 30 Apr 2026 BDI: ☒

Days on Risk: 1

Pro Rata: %

Short Rate: %

Rate: 0.002740 %

Loading: %

Discount: %

Premium: 0.00

Update Close

On the Premium Calculator screen the period of the endorsement is used to derive a pro-rata premium amount. Press **Update** to return to the Endorsement Details screen. The pro-rata premium amount will be populated as the Gross Premium.

Endorsement Taken Up / Not Taken Up

Tick either box when the endorsement is accepted or declined.

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Sums Insured / Endorsement Number

On Property risks (those where the Category on the Class of Business is set to 'Property'), press **Sums Insured** to update the scheme details to calculate a revised gross premium. The **Endorsement Number** selection contains a list of taken-up endorsements, allowing the user to select either the original risk (which is represented as the blank option in the list) or the required endorsement number.

On return to the Endorsement Details screen, press **Calc.** to display the pro-rata calculation, which will include Annual Premium and Previous Premium values to calculate the Gross Premium due for the endorsement, which is then subject to the pro-rata calculation.

The Premium Calculator dialog box contains the following fields and controls:

- Policy Number: C251374
- Assured: Downunder Investments
- Annual Premium: 7,680.00
- Prev Premium: 5,120.00
- Gross Premium: 2,560.00
- Period From: 01 Oct 2025 to 30 Apr 2026
- BDI: ☒
- Days on Risk: 1
- Pro Rata: %
- Short Rate: %
- Rate: 0.002740 %
- Loading: %
- Discount: %
- Premium: 0.00
- Buttons: Update, Close

Press **Update** to return to the Endorsement screen. The pro-rata premium amount will be populated in the Premium field.

Press **Update** or **Close** to save the endorsement. If taxes are present on the risk, the following prompt is displayed to control the inclusion of taxes in the net premium for documents.

The IBS.Windows dialog box contains the following text and controls:

Do you wish to add taxes to the premium ?
This will be used on Endorsements Documents instead of the premium input

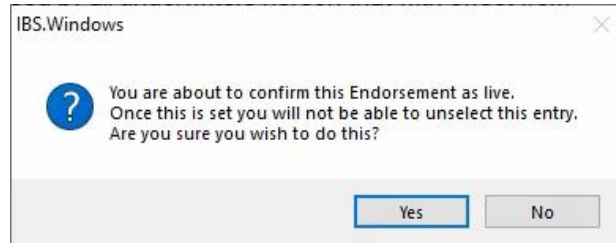
Buttons: Yes, No

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On saving an endorsement, if Endorsement Taken Up is ticked then the following prompt is also displayed.



Press **Yes** to continue and save the endorsement or press **No** to return to the endorsement screen.

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7. Proportional Treaty

Creation of a Proportional Treaty risk is largely the same as described previously. However, the Sums Insured button is renamed to Details and, when pressed, contains the following.

Details for policy R250221

Interest Subjectivities

Interest: Treaty

Limits:

Territorial Limits:

Information:

Treaty

Treaty Numbers:

Lloyd's: Serial Number: Premium Reserve: %

LIRMA: ID of Treaty: Interest: %

ILU:

Update Close

Interest

Enter a description of the interest.

Limits

Enter the limit/excess/deductible description.

Territorial Limits

Enter the territorial limits.

Information

Enter any additional information.

Treaty Numbers

Enter the treaty numbers for Lloyd's, LIRMA and ILU as necessary, corresponding to box 7 of the standard Treaty Statement document.

Serial Number

Enter the treaty serial number, corresponding to box 20 of the standard Treaty Statement document.

ID of the Treaty

Enter the identification of the treaty, corresponding to box 14 of the standard Treaty Statement document.

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Premium Reserve%

Enter the premium reserve percentage.

Interest%

Enter the interest percentage.

To create a new proportional treaty transaction, select a section and press the **Create Treaty Balance** icon on the Policy Summary toolbar (*alternatively select the Treaty Balance option on the Transactions → Documents menu*). This transaction will involve the selected section only.



7.1. Policy Details

Treaty Statement

File Help

Policy Details Premiums Claims Other Items Third Party Details

Policy Number:	R250221	Account Code:	BELMONT				
Assured:	Pan-American Life Insurance Company	Account Name:	Belmont International Ltd				
Period:	01 Jul 2025 to 30 Jun 2026	Address:	Becket House				
Type:	Treaty Balance	Date Produced:	16 Jul 2025	Effective Date:	16 Jul 2025		
Orig. Currency:	GBP	Sett. Currency:	GBP	Rate of Exchange:	1.000000	Paid Direct:	☐
Details:		Ledger Narrative:	Paid Direct Type:				
Settlement in respect of		Pan-American Life Insurance Company Treaty					

Terms of Trade

Client Due Date:	15 Aug 2025	Underwriter Due Date:	17 Sep 2025	Slip/Cob:	1	TBAL
------------------	-------------	-----------------------	-------------	-----------	---	------

Statement Period:		Underwriting Period:	01 Jul 2025-30 Jun 2026
Our Reference:			

Update Close

Orig. Currency

Select the original currency for the transaction i.e. the currency in which payment is expected from the client. Defaults to the first currency on the risk.

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**Sett. Currency**

Select the settlement currency for the transaction i.e. the currency in which payment is expected by underwriters. If the selected Original Currency is a banking currency, the Settlement Currency will default to the same currency. Otherwise, a Settlement Currency must be selected.

Rate of Exchange

For convertible currency premiums, enter a rate of exchange between Original Currency and Settlement Currency. Defaults to the current rate of exchange recorded in ibs.

Effective Date

Enter an effective date for the transaction.

Paid Direct / Paid Direct Type

Select Paid Direct if the client is settling directly to underwriter(s) such that the transaction should only reflect the commission and brokerage. This also requires selection of a Paid Direct Type to determine how the brokerage and commissions are to be paid.

- Select **Reinsurer** to debit underwriters and credit brokerage, client commission and third party commission.
- Select **Client** to debit the client and credit brokerage and third party commission.
- Select **Third Party** to debit the third party commission and credit brokerage.

Details

Enter a narrative that can be used to appear on documents.

Ledger Narrative

Enter a narrative for population within the ledger postings for the transaction.

Client Due Date

Enter the required client due date. Default value depends on the configuration settings.

Underwriter Due Date

Enter the required underwriter due date. Default value depends on the configuration settings.

Statement Period

Enter a description for the statement period, corresponding to box 11 of the standard Treaty Statement document.

Underwriting Period

Enter a description for the underwriting period.

Our Reference

Enter a client reference, corresponding to box 6 on the standard Treaty Statement document.

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7.2. Premiums

Treaty Statement

File Help

Policy Details Premiums Claims Other Items Third Party Details

Premiums		Premium Reserves	
Gross Premium:	0.00	Premium Taxes:	
Lay Up Returns:		Fire Charges:	
Commission:		Other Ded's:	
Comm. Adj.:		Brokerage:	
Overider:		Nett Premium:	
Balance Brought Forward:		0.00	
Retained:		10 %	
Released:			...
Balance Carried Forward:			
Interest:		12 %	

Total

Nett Cash:		Nett Reserve Interest:		Client Applicable Premium:	0.00
------------	--	------------------------	--	----------------------------	------

Update Close

Gross Premium

Enter the Gross Premium amount, corresponding to component 40 on the standard Treaty Statement document.

Premium Taxes

Enter the tax amount, corresponding to component 45 on the standard Treaty Statement document. Will default to the amount calculated using the tax(es) from the section.

Lay Up Returns

Enter the lay up returns amount, corresponding to component 41 on the standard Treaty Statement document.

Fire Charges

Enter the fire brigade charges amount, corresponding to component 46 on the standard Treaty Statement document.

Commission

Enter the commission amount, corresponding to component 42 on the standard Treaty Statement document. Will default to the amount calculated using the commission percentage from the section.

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**Other Ded's**

Enter the other deductions amount, corresponding to component 47 on the standard Treaty Statement document.

Comm. Adj.

Enter the commission adjustment amount, corresponding to component 43 on the standard Treaty Statement document.

Brokerage

Enter the brokerage amount, corresponding to component 48 on the standard Treaty Statement document. Will default to the amount calculated using the brokerage percentage from the section.

Override

Enter the override amount, corresponding to component 44 on the standard Treaty Statement document.

Premium Reserve Balance Brought Forward

Enter the balance brought forward amount, corresponding to component 90 on the standard Treaty Statement document.

Premium Reserve Retained

Enter the retained amount, corresponding to component 91 on the standard Treaty Statement document. Will default to the amount calculated using the Premium Reserve percentage from the section.

Premium Reserve Released

Use the selection function to select the premium reserve to be released or enter an amount, corresponding to component 92 on the standard Treaty Statement document.

Premium Reserve Interest

Enter the interest amount, corresponding to component 100 on the standard Treaty Statement document.

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7.3. Claims

Treaty Statement

File Help

Policy Details Premiums **Claims** Other Items Third Party Details

Claims

Paid Claims: Cash Loss Contra:

Paid Refunds: Nett Claims:

Cash Loss: Outstanding:

Claim Reserves

Retained:

Released: ...

Interest: %

Individual Losses:

Date of Loss	LUNCO Cat.	PCS Cat.	Name of Loss	Nature of Claim	Loss

< >

Add Edit Delete Move Up Move Down

Update Close

Paid Claims

Enter the paid claims amount, corresponding to component 110 on the standard Treaty Statement document.

Paid Refunds

Enter the paid refunds amount, corresponding to component 111 on the standard Treaty Statement document.

Cash Loss

Enter the cash loss amount, corresponding to component 112 on the standard Treaty Statement document.

Cash Loss Contra

Enter the cash loss amount, corresponding to component 113 on the standard Treaty Statement document.

Outstanding

Enter the outstanding amount, corresponding to component 162 on the standard Treaty Statement document.

Claim Reserve Retained

Enter the retained amount, corresponding to component 11 on the standard Treaty Statement document.



Claim Reserve Released

Enter the released amount, corresponding to component 12 on the standard Treaty Statement document.

Claim Reserve Interest

Enter the interest amount, corresponding to component 101 on the standard Treaty Statement document.

Individual Losses

Press **Add** or **Edit** to create or update individual loss details, corresponding to components 130, 131, 132, 133, 134 and 135 respectively on the standard Treaty Statement document.

Treaty Individual Loss Details

Date of Loss:

LUNCO Category:

PCS Category:

Name Of Loss:

Nature Of Loss:

Loss Details:

Update

Close

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7.4. Other Items

Treaty Statement

File Help

Policy Details Premiums Claims **Other Items** Third Party Details

Total
Nett Cash: 72,170.00 Nett Reserve Interest: -2,000.00

Summary

Box	Description	Amount	Category
-----	-------------	--------	----------

< >

Add Edit Delete Re-sort

Narrative (Box 500) - Maximum 31 characters per line.

Update Close

Press **Add** or **Edit** to add or update one of the following amounts:

- Premium Portfolio Incoming, component 5
- Premium Portfolio Outgoing, component 6
- Reinsurance Costs, component 8
- Profit Commission, component 9
- OCA Retained, component 13
- OCA Released, component 14
- Claim Portfolio Incoming, component 15
- Claim Portfolio Outgoing, component 16
- Reinsurance Recoveries, component 17
- Tax on Interest, component 102

Narrative

Enter a narrative as required, corresponding to component 500 on the standard Treaty Statement document.

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7.5. Third Party Details

Treaty Statement

File Help

Policy Details Premiums Claims Other Items Third Party Details

Third Party Details

Account	Percentage	Value
Third Party Total:		0.00

Update Close

Select third party account(s) and enter percentage or amount as necessary.

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7.6. Ledger Entry Details

Ledger Entry Details

Transaction Reference: GPMHALO\same

CCY	Account	Orig Amount	Sett CCY	Sett Amount	Match Date	Seq No	Allocation No
GBP	CBELMO - Belmont International Ltd	0.00	GBP	97,000.00	Open		
GBP	ULL001 - LLOYDS summary acco...	0.00	GBP	-34,400.00	Open		
GBP	UGENER - Generali Espana	0.00	GBP	-51,600.00	Open		
GBP	TP0001 - The Walton Goggins Pa...	0.00	GBP	-1,000.00	Open		
GBP	PLB001 - Brokerage	0.00	GBP	-10,000.00	Open		

The Ledger Entry Details screen contains a preview of the calculated ledger postings, showing the net amounts in original and settlement currencies for all parties involved in the transaction. Press **Close** to continue.

Transaction processing

Do you wish to process this treaty now ?

Press **Yes** to save the treaty and continue to document production or press **No** to return to the Treaty Statement screen to review, update or abandon the transaction.



7.7. Treaty Documents

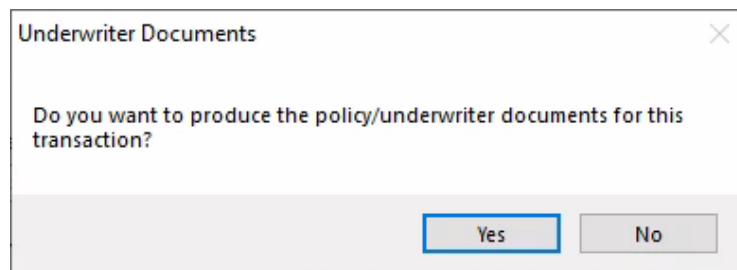
7.7.1. Client and Third Party Documents

A client debit/credit note and file copy is created for each treaty transaction. The documents will be saved in the relevant folder within the DMS.

Separate third party debit/credit note(s) are created for each third party on the treaty. The document(s) will be saved in the relevant folder within the DMS.

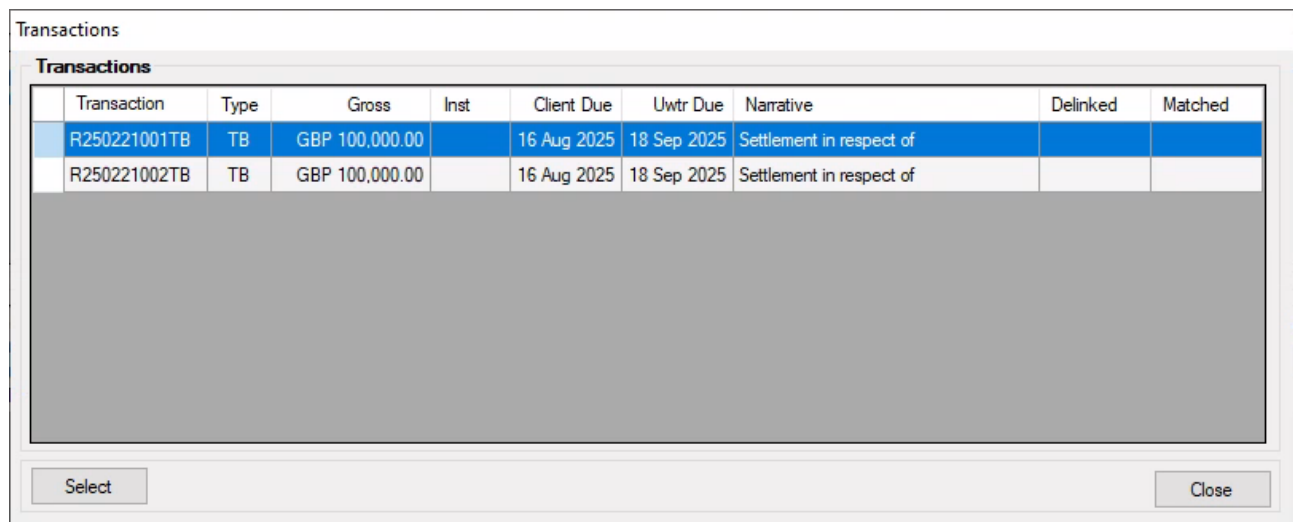
7.7.2. Underwriter Documents

To create underwriter documents as part of the treaty creation, press **Yes** to the following screen which is displayed after production of client and third party documentation.



A dialog box titled "Underwriter Documents" with a close button (X) in the top right corner. The text inside asks: "Do you want to produce the policy/underwriter documents for this transaction?". At the bottom, there are two buttons: "Yes" (highlighted with a blue border) and "No".

Alternatively select the **Underwriter Documents** option on the Documents menu on either the Policy Summary or Policy Details screens and select the required transaction on the Transactions screen.



The Transactions screen displays a table with the following data:

Transaction	Type	Gross	Inst	Client Due	Uwtr Due	Narrative	Delinked	Matched
R250221001TB	TB	GBP 100,000.00		16 Aug 2025	18 Sep 2025	Settlement in respect of		
R250221002TB	TB	GBP 100,000.00		16 Aug 2025	18 Sep 2025	Settlement in respect of		

Below the table is a large grey rectangular area. At the bottom of the screen, there are two buttons: "Select" and "Close".

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The Underwriter Documents screen contains a list of available documents for the selected transaction.

Underwriter documents for transaction R250221002TB

	Doc. Type	Account	Date Created	Created By	Orig./Canc./Rep	Date Printed	Signing Number and Date	Matched
	TREATY	LLOYDS	17 Jul 2025	GPMHALO\same	Original			
	TREATY	GEN	17 Jul 2025	GPMHALO\same	Original			

Accounts Enquiry Print All Print Selected Client Ledger Close

Press **Accounts Enquiry** to display the Ledger Entry Details screen for the transaction.

Press **Print All** to create all documents in the list.

Press **Print Selected** to create documents for the selected rows (having double-clicked in one or more rows to select the required documents).

Press **Client Ledger** to open the Ledger Display screen for the client account associated with the selected transaction.

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7.8. View Transactions

To view existing transactions on a risk, press the **View Transactions** icon on the Policy Summary toolbar or on the Policy Section toolbar (*alternatively select the required **Transaction** option on the View menu*).

Transaction Search

Policy Number:

R250221

Dr/Cr Number:

Account Code:

Signing Number:

Signing Date:

Amount:

Original CCY:

Search

Close

The risk number will be automatically populated. Additional criteria may be optionally entered. Press **Search** to display a list of transactions on the risk matching the search criteria.

Transactions

Trans. No.	Type	Amount	Client	Client Due	Uwtr Due	Date Produced	Narrative
R250221001TB	TB	GBP 100,000.00	BELMONT	16 Aug 2025	18 Sep 2025	17 Jul 2025	Settlement in respect of
R250221002TB	TB	GBP 100,000.00	BELMONT	16 Aug 2025	18 Sep 2025	17 Jul 2025	Settlement in respect of

Uwtr Due Dates

Transaction Details

Comments

Signing Numbers

C and R

Cancel

Select

Export

Close

Uwtr Due Dates

To display or update the underwriter due date or warranty date for the selected row/transaction.

Transaction Details

To display the Ledger Entry Details screen for the selected row/transaction.

Comments

To display or update the comments narrative for the selected row/transaction.

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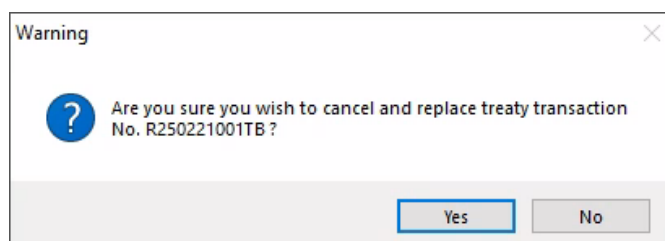


Signing Numbers

To display or update the Signing Number and Date for the selected row/transaction.

C and R

To cancel and replace the selected row/transaction.

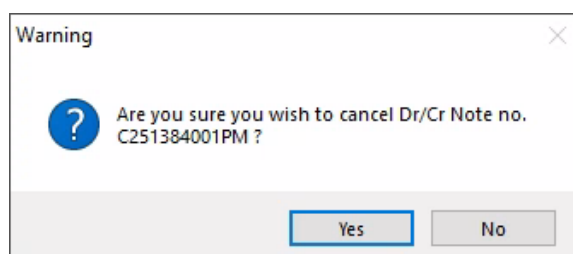


Press **Yes** to continue with the operation. A cancellation treaty and associated client and third party documents will be created and saved automatically. An unsaved replacement treaty screen will then be displayed.

Note that this operation is not possible on transactions that have already been cancelled or on cancellation transactions.

Cancel

To cancel the selected row/transaction.



Press **Yes** to continue with the operation. A cancellation treaty and associated client and third party documents will be created and saved automatically.

Note that this operation is not possible on transactions that have already been cancelled or on cancellation transactions.

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Select

To display the selected row/transaction in read-only mode.

Treaty enquiry for transaction R250221001TB

File Help

Policy Details Premiums Claims Other Items Third Party Details

Policy Number: R250221 Account Code: BELMONT

Assured: Pan-American Life Insurance Company Account Name: Belmont International Ltd

Period: 01 Jul 2025 to 30 Jun 2026 Address: Becket House

Type: Treaty Balance Date Produced: 17 Jul 2025 Effective Date: 17 Jul 2025

Orig. Currency: GBP Sett. Currency: GBP Rate of Exchange: 1.000000 Paid Direct: ☐

Details: Ledger Narrative: Paid Direct Type:

Settlement in respect of Pan-American Life Insurance Company Treaty

Terms of Trade

Client Due Date: 16 Aug 2025 Underwriter Due Date: 18 Sep 2025 Slip/Cob: 1 TBAL

Statement Period: Statement Period Underwriting Period: 01 Jul 2025-30 Jun 2026

Our Reference: Our Ref

Re-print Close

Re-print

To reprint the client and third party documents.

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8. Binding Authorities

A Binding Authority can be represented in ibs either as a Master Policy or as a Cover. Each function has its advantages, but please seek advice from gpm support should you have any queries.

8.1. Master Lineslip Policy

8.1.1. Create a Master Lineslip Policy

A Master Lineslip Policy can be created by ticking the Master Lineslip Policy box when first saving a risk.

Generate Policy Number

Quote Number:

Department:

Year of Account:

Root Number:

Class of Business:

Master Lineslip Policy: ☒

Master Details

Bulking Lineslip: ☐

Premium Income Limit:

Income Percentage:

Master Email:

Lineslip Reports: ☐

OK Cancel

Bulking Lineslip

Tick to disable creation of underwriter documents for premium transactions processed on risks attaching to the Master Lineslip Policy.

Premium Income Limit

Enter the premium income limit for the Master Lineslip Policy.

Income Percentage

Enter a percentage value. This is used to display a warning to users when attempting to process premium on a Master Lineslip Policy where the total premium processed exceeds the percentage specific.

Master Email

Email address used in the automatic creation of an email by the user responsible for exceeding the above Income Percentage.

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Lineslip Reports

Tick to output additional bordereau Lineslip reports.

It is also possible to 'convert' a risk to a Master Lineslip Policy by selecting the **Convert to Master Policy** option on the Amend menu on the Policy Summary screen. After this is performed, the **Amend Master Policy Details** option on the same menu can be selected to display the same details as described above.

The image shows a web form titled "Amend Master Details". It contains several input fields and checkboxes. The "Policy Number" field is filled with "C251385". The "Bulking Lineslip" checkbox is unchecked. The "Premium Income Limit" and "Income Percentage" fields are empty. The "Master Email" field is empty. The "Lineslip Reports" checkbox is unchecked. At the bottom of the form, there are two buttons: "Update" and "Close".

8.1.2. Lineslip Production

To create a bordereau for a Master Lineslip Policy, select the **Lineslip Production** option on the Policies menu on the desktop.

The image shows a small dialog box titled "IBS.Windows". It contains the text "Have you checked ledgers are not being updated ?". At the bottom, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a blue border.

Press **Yes** to continue.

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Lineslip

Master Policy:

Gross Total: Brokerage Total:

Selection Criteria

☒ Show All Items ☐ Show Unprocessed

Policy	Debit No	Assured	Amount	Brokerage %	Client Paid	Select/Processed	Ccy	Uwtr Due Date	Inst No
--------	----------	---------	--------	-------------	-------------	------------------	-----	---------------	---------

Master Policy

Select a Master Lineslip Policy from the list.

Show All Items

Show all premiums processed for the selected Master Lineslip Policy, irrespective of whether they have been previously processed.

Show Unprocessed

Show only those premiums for the selected Master Lineslip Policy that have not been previously processed.

Press **Update** to continue.

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Lineslip

Master Policy: C251302 - Commercial Aviation Retrieve

Gross Total: 1342491.00 Brokerage Total: -224792.95

Selection Criteria: ☒ Show All Items ☐ Show Unprocessed

Policy	Debit No	Assured	Amount	Brokerage %	Client Paid	Select/Processed	Ccy	Uwtr Due Date	Inst N
C251319	002PM	GPM client account	-7500.00	0.000	L		GBP	01 May 2025	1
C251319	003PM	GPM client account	22500.00	0.000	L		GBP	01 Aug 2025	2
C251319	004PM	GPM client account	7500.00	0.000	L		GBP	01 Nov 2025	3
C251319	005PM	GPM client account	7500.00	0.000	L		GBP	01 Feb 2026	4
C251322	001PM	GPM client account	30000.00	10.000	L	P	GBP	18 Jun 2025	
C251322	002PM	GPM client account	120000.00	5.000	L	P	GBP	18 Jun 2025	
C251322	003PM	GPM client account	30000.00	15.000	L	P	GBP	18 Jun 2025	
C251324	001PM	GPM client account	120000.00	10.000	L	P	GBP	18 Jun 2025	
C251324	002AP	GPM client account	375000.00	20.000	L		GBP	03 Jul 2025	
C251324	003AP	GPM client account	30000.00	10.000	P		MEX	04 Jul 2025	
C251324	004RP	GPM client account	-30000.00	10.000			MEX	04 Jul 2025	

Update Policy Details Transaction Details Export Close

Each row represents a premium transaction processed on the Master Lineslip Policy.

Client Paid

- 'Blank' indicates that the transaction is not yet on the ledger i.e. is pending inclusion in a Ledger Update operation.
- 'L' indicates that the transaction is on the ledger but is not yet payable to underwriters i.e. the client has not been matched.
- 'P' indicates that the transaction is on the ledger and is payable to underwriters i.e. the client has been matched.

Select/Processed

- 'P' indicates that the premium has already been processed on a bordereau i.e. can't be selected again.
- 'Blank' indicates that the premium has not been processed on a bordereau i.e. available for selection.

Double-click the required row(s) to select premium(s) for inclusion on the bordereau. The Select/Processed will show 'Y' for the selected row(s). Press **Update** to create the bordereau report in Excel and the associated LPAN documents.

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8.2. Covers

Binding Authorities and Lineslips may be represented as Covers within ibs and require creation of a 'cover' account into which all the transactions for a Cover are accumulated before they are transferred to the insuring market by means of a premium bordereau.

The steps for creating and using a Cover within ibs are as follows:

1. Creation of a 'cover' account
2. Creation of a Cover
3. Selection of a Cover on a risk
4. Debit premium
5. Bordereau production

A separate Cover will be required for each Binding Authority and year of account, and each Cover will require an associated 'cover' account.

8.2.1. Create a Cover Account

A 'cover' account requires only basic details; this account purely acts as a transfer mechanism for transactions between the risk and the insuring market. To create a new 'cover' account select **Account Codes** on the Admin menu --> Table Files --> Technical menu. Note this action is typically performed by a user with the necessary administrative permissions.

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The Code and Account Code values should ideally visually represent the Cover and year of account combination. Note that the Account Code must be 5 alphanumeric.

8.2.2. Create a Cover

8.2.2.1. Details

To create a Cover, select the **Covers** option on the Admin --> Table Files --> Technical menu. Note this action is typically performed by a user with the necessary administrative permissions.

The screenshot shows the 'Covers' form with the following fields and values:

- Cover Code:** CNV25
- Premium Income Limit:** (empty)
- Inception Date:** 01/01/2025
- Bordereau Frequency:** Monthly
- Expiry Date:** 31/12/2025
- Legal Protection Cover:** ☐
- Cover Info:** ☐
- 1st Settlement Due:** 01/04/2025
- Property:** ☒
- Comments:** Convex 2025
- Class Of Business:** Dept M: MHM - Marine Hull & Mac
- Select RP if client paid:** ☐
- Pay as Paid:** ☒
- Brokerage %:** 0.000
- Decimal Places:** 2
- Previous Cover:** (empty)
- 100% Amount Order:** 100.00
- U/W Account:** CNV25
- Transfer Account:** (empty)
- Introducer:** (empty)
- Next Cover:** (empty)
- Introducer %:** (empty)

Insurers Table:

Code	Name	Written	Line To Stand	Signed Lin
CNVX	Convex Group	100		

Bureau Totals:

	Lloyd's	ILU	LIRMA	Companies	Total
Written:				100.00	100.00
Signed Lines:				100.00	100.00

Buttons: Update, Add, Delete, List, <<, <, Record: 20 of 86, >, >>, Close

Cover Code

Enter a unique Cover Code. It is recommended to repeat the Code from the 'cover' account as the Cover Code for consistency.

Inception Date

Enter the inception date. This is used to ensure that the Cover can only be used on risks incepting within the Binding Authority period.

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**Expiry Date**

Enter the expiry date. This is used to ensure that the Cover can only be used on risks incepting within the Binding Authority period.

1st Settlement Due

Enter the date of the expected first submission to underwriters.

Comments

Enter a name for the Binding Authority / Lineslip.

Class of Business

Select the appropriate Class of Business code; this is required to allow the associated scheme information (if relevant) to be available for selection in the bordereau output configuration.

Brokerage%

Enter the Brokerage% which will be automatically applied to risks attaching.

Decimal Places

Enter the number of decimal places for the signed line calculation.

U/W Account

Enter the 'cover' account code.

Premium Income Limit

Enter the premium income limit.

Bordereau Frequency

Select a frequency from the list.

Cover Info

Tick to enable the Cover Info tab to maintain Cover Info data fields.

Previous Cover

Select the previous year's Cover.

Insurers

Press **Add** to add the required underwriter account(s) to the Cover.

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8.2.2.2. Signing Numbers

For bordereau LPAN production, Original Signing Numbers and Dates (OSND) can be added to a Cover on the Signing Numbers tab. Selection of a Class of Business per OSND is mandatory.

Covers

File Covers Help

Details Signing Numbers Output Fields Cover Info

Class of Business	LPSO	ILU	LIRMA
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			
▼			

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8.2.2.3. Output Fields

Bordereau output can be configured on the Output Fields tab. The required output format should be designed and stored within Microsoft Excel and the Excel file selected as the Template.

The grid contains a list of all Output Fields available for output to the bordereau template. This will include the Scheme values if configured for the selected Class of Business.

Select the required Output Field and enter the corresponding Excel column letter. Should an Output Field be required in multiple columns, enter all required columns separated with a comma.

Output Field	Column
Address 1	
Address 2	
Address 3	
Address 4	
Address 5	
Address Country	
Address Country Name	
Address Cresta	
Address Premium	
Address Premium CCY	
Agent Name & Address	
Agreement No	
Broker No	
Business Description	
Class of Business	
Client Reference	
COB Code	

UMR Cover Holder Name

Agreement No Cover Holder Pin

Template ... Start at Row:

<< < Record: 20 of 86 > >>

UMR

Enter a UMR value for the Binding Authority.

Agreement Number

Enter the agreement number for the Binding Authority.

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Template

Use the browse function to locate and select the Excel template for the bordereau.

Cover Holder Name

Enter the cover holder name for the Binding Authority.

Cover Holder Pin

Enter the cover holder PIN for the Binding Authority.

Start at Row

Enter the first row to be populated in the Excel bordereau. If left blank, will start output in row 4.

8.2.2.4. Cover Info

Additional data fields specific to a Cover may be captured on each risk attaching to the Cover for output to the bordereau. These data fields are included as Output Fields on the Output Fields tab.

The screenshot shows a software window titled "Covers". It has a menu bar with "File", "Covers", and "Help". Below the menu bar are four tabs: "Details", "Signing Numbers", "Output Fields", and "Cover Info", with "Cover Info" being the active tab. The main area of the window is titled "Headings" and contains a table with three columns: "Written Bordereau Headings", "Total Field", and "Mandatory Field". The table body is currently empty. Below the table are five buttons: "Add", "Edit", "Delete", "Move Up", and "Move Down". At the bottom of the window is a footer bar containing several buttons: "Update", "Add", "Delete", "List", a set of navigation arrows (double left, single left, double right, single right), a text field showing "Record: 20 of 86", and a "Close" button.

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Press **Add** or **Edit** to create or update a data field.

A dialog box titled "Cover Headings" with a text input field for "Heading Description:", two checkboxes for "Total Field:" and "Mandatory Field:", and "File" and "Close" buttons at the bottom.

Heading Description

Enter a name for the data field.

Total Field

Tick if the field contains an amount that should be totalled on the bordereau.

Mandatory Field

Tick if entry of the field should be mandatory on each risk attaching to the Cover.

8.2.3. Bordereau Production

To create a bordereau for a Cover, select the **Written and Premium Bordereau Production** option on the Policies menu.

A complex dialog box titled "Bordereau Cover Summary". It contains a "Selected Details" section with filters for "Period Up To:" (June, 2025, All), "Show All", and "Retrieve". Below this are checkboxes for "Underwriter Due Dates", "Underwriter Due Dates Up To", "Transaction Dates", "Transaction Dates Up To", "Effective Dates", and "Effective Dates Up To", each with a date picker. To the right is a "Bordereau Type" section with radio buttons for "Written" and "Premium". The "Cover Details" section features a table with columns: Cover Number, Year of Account, Original SDD, Frequency, No. of Currencies, and Bordereau Due. The table body is currently empty. At the bottom are "View Currencies" and "Close" buttons.

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The Bordereau Cover Summary screen allows selection of the required period or date range/parameter(s) and, optionally, the required Cover.

Select the 'Written' Bordereau Type to enable selection (and output to bordereau) of any premiums processed against the selected Cover(s) i.e. irrespective of whether a premium has been paid to underwriter(s).

Select the 'Premium' Bordereau Type to enable selection (and output to bordereau) of only premiums that have not yet been paid to underwriter(s).

Press **Retrieve** to display details of premiums matching the selected criteria. A separate row per Cover will be displayed.

Note 1: premiums that are still awaiting processing on the Ledger Update function will not be available for bordereau production.

Note 2: if a premium has been cancelled and neither have been included on a Final Premium Bordereau then both will be automatically hidden when Bordereau Type is 'Premium'.

Select the required Cover in the grid and press **View Currencies**. For each premium currency, the Bordereau Cover Sections Summary screen will a separate row containing the total number of premiums found and the total number of premiums automatically selected.

For 'Written' Bordereau Type, all premiums found will be automatically selected.

For 'Premium' Bordereau Type, the Pay as Paid setting on the associated Cover will determine the premiums that are automatically selected. Press the Change Selection Criteria button to toggle the Pay as Paid function on/off.

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Bordereau Cover Sections Summary

Bordereau Cover Section Summary

Selected Details

Period Up: Cover: Year:

Cover Details

	Currency	Bureau	Last Produced	No. of Transactions	Transactions Selected	Pay	Sett Ccy
	GBP	1102C2	06 Mar 2025	11	11	Yes	GBP

The Bordereau production options will vary depending on the Bordereau Type selected.

For 'Written' Bordereau Type (see image above), press **Produce Written Bordereau** to create a bordereau in Excel based on the template and output field mapping for the associated Cover(s).

For 'Premium' Bordereau Type (see image below), press **Test Premium Bordereau** or **Final Premium Bordereau** to create a bordereau in Excel based on the template and output field mapping for the associated Cover(s). **Final Premium Bordereau** will additionally create LPAN document(s) and perform the transfer of selected premium(s) from the 'cover' account to the underwriter account(s). Premiums that are included in a Final Premium Bordereau will not be available for selection of a subsequent premium bordereau.

The Bordereau Cover Transactions Summary screen shows the individual premiums that comprise the totals shown on the previous screen:

Press **View Transactions** to display the premiums. The Bordereau Cover Transactions Summary screen shows the individual premiums that comprise the totals shown on the previous screen:

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Bordereau Cover Transactions Summary

Bordereau Cover Transactions Summary

Selected Details

Period Up To: Year: Cover: Settlement CCY:

Currency: Selection Criteria:

Cover Details

Date	Trans No.	Gross	Comm.	Net	Tax	Total	Pay	Funding	Effective Date	Warranty Date	Insured
06 Mar 2025	C251286003PM	125.00	-12.50	112.50	0.00	112.50	N		01 May 2025		Anvesaka Yoga & Aerial Stoc
06 Mar 2025	C251286004PM	125.00	-12.50	112.50	0.00	112.50	N		01 Aug 2025		Anvesaka Yoga & Aerial Stoc
06 Mar 2025	C251286005PM	125.00	-12.50	112.50	0.00	112.50	N		01 Nov 2025		Anvesaka Yoga & Aerial Stoc
03 Apr 2025	C251309001PM	1000.00	-150.00	850.00	0.00	850.00	N		01 Apr 2025		Kirchner & Associates
03 Apr 2025	C251309001PM	2000.00	-400.00	1,600.00	0.00	1600.00	N		01 Apr 2025		Kirchner & Associates
03 Apr 2025	C251309002PM	1000.00	-150.00	850.00	120.00	970.00	N		01 Apr 2025		Kirchner & Associates
03 Apr 2025	C251309002PM	2000.00	-400.00	1,600.00	100.00	1700.00	N		01 Apr 2025		Kirchner & Associates
08 Apr 2025	C251311001AP	8162.45	-6224.30	1,938.15	0.00	14183.25	N		08 Apr 2025		Energy Firm
10 Apr 2025	C251314003PM	25000.00	-2500.00	22,500.00	3000.00	25500.00	N		01 Oct 2025		Futon Accountants Ltd

Select All Deselect All Change Payment Option Produce Test Premium Bordereau Produce Final Premium Bordereau View Transactions View Firm Order Close

The Pay column indicates inclusion on the bordereau. To change a premium's inclusion, double click on the relevant row. This will toggle the Pay column from 'Y' to 'N' and back again. Press **Select All** and **Deselect All** to toggle selection/deselection of all premiums in the grid.

The Funding column will display a 'P' for where the client has paid (or if a Return Premium).

Produce Bordereau options will be available as previously described.

For 'Premium' Bordereau Type, it is recommended to run a test bordereau before running a final bordereau. This allows verification of the selected transactions and the associated bordereau content.

Clicking on any of the Produce Bordereaux options will display the Bordereau Report selection screen:

*** FINAL *** Bordereau Report for Cover 1102C1GBPGBP1102C1 *** FINAL ***

Policy Details (Report Details)

Address 1 Address 2 Address 3 Address 4 Address 5 Address Country Address Country Name Address Cresta Address Premium Address Premium CCY Agent Name & Address	Policy No Business Interruption-Additional Increased Cost of W Type Business Interruption-Additional Increased Cost of W Class of Business COB Description Inception Date Expiry Date Instalment Original CCY Gross [ex Tax]
--	--

Options

☒ Print Excel Gridlines: ☒ Normal: ☐ Fit to: ☒ 1 page(s) wide by

Final Options

☒ Print Honeycomb(s) ☐ Print Policy Document(s) and Summary(s)
☒ Print LPAN(s)

Create Report Move Up Move Down Close

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This screen displays a list of the available and selected Output Fields for the Cover. If a bordereau template with Output Field mapping has been configured then this screen is presented such that the selections can't be changed. Otherwise it is possible to change the selected Output Fields.

For a Final bordereau, tick boxes for LPAN and Honeycomb (an endorsement document) production are available.

Press **Create Report** to commence bordereau production. The bordereau spreadsheet, LPANs and any other honeycomb documents are produced. These are stored in the DMS for each Cover and then subdivided into each month.

For a Final Bordereau, an additional screen is displayed summarising the amount(s) transferred from the 'cover' account to the underwriter account(s).

[illegible]

The lower section of the screen displays any errors within the bordereau, including premiums that have been excluded.