

The logo for the Integrated Broking System, featuring a stylized 'gb' monogram in a magenta color.

integrated broking system

Administration Manual

GPM Development Limited

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Foreword

This document contains details of the most frequently used administration functions within ibs. For further details or details on functions not included, please contact gpm support.

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1. Technical

1.1. Account Codes

All entities that have an involvement in the insurance business require an Account Code i.e. Clients, Underwriters, Third Party Agents, (Re)Insureds, Loss Adjusters, Solicitors and Placing Intermediaries. Account Codes are also required for all Nominal accounts.

To set up Account Codes, select the **Admin** menu, then select **Table Files, Technical** and then **Account Codes**.

A screenshot of a software dialog box titled 'Account Code Search'. It contains five input fields: 'Account Code:' (a text box with a cursor), 'Name:' (a text box), 'Type:' (a dropdown menu with a downward arrow), 'Contact Name:' (a text box), and 'Status Code:' (a dropdown menu with a downward arrow). At the bottom of the dialog are three buttons: 'Search', 'New', and 'Close'.

To create a new account click **New**.

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Account Code Update

Account Details | Credit Control/Security | Policies | Comments | Bank Accounts | Complaints | Contacts | Consortiums

Code: Account Name:

Account Type: Address Line 1:

Short Name: Business / Trade Address Line 2:

Account Code: Address Line 3:

Directory Name: Address Line 4:

Geographic Area: Post Code:

Parent: ☐ Parent Account: Country:

Brokerage Sharing a/c: ☐ Telephone No:

Currency: Mobile No:

Additional Info:

Sanction Date:

Sanction User:

Statement Email:

Update New Export Close

Account Details

Code: This is the principal code by which names and addresses are referenced in the 'front-end' part of ibs. i.e. the household, commercial and motor departments. Use up to 10 characters i.e. if the account name is GPM Development Ltd, the code could be GPM, GPMDEV or GPMDEVLTD. **This must be unique.**

Account Type: This identifies what type of account is being created/amended. Value are:

Agent/Broker

For agency business, where the (re)insured is a separate entity to the Agent/Broker.

Direct Client

For direct business, where the (re)insured is the client (ibs will populate the Direct Client name as the Insured automatically on quotes and risks).

Cover

The 'pot' account for a cover or binding authority.

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**ILU**

For an individual ILU company.

Company

For any external (re)insurance company (non-bureau).

Lloyd's Syndicate

For an individual Lloyd's Syndicate.

LIRMA

For an individual LIRMA company.

Placing Intermediary

For a Placing Intermediary (will require entry of underlying insurers on risks).

Nominal/Broker

For nominal and P&L accounts such as brokerage, bank accounts and write off accounts.

Agent/Third Party

For 'third party' commission accounts. This will be used in any type of insurance when a commission is paid to a person/company who is not directly involved in the insurance.

Loss Adjuster

For Loss Adjusters on claims.

Solicitor

For Solicitors on claims.

Short name: This is an alternative way of referencing an account. Use up to 10 characters i.e. if the account name is GPM Development Ltd, the short code could be GPM, GPMD or GPMDL. **This must be unique.**

Accounts Code: Accounts codes can be formatted as required, subject to the following restrictions:

- All account codes are six characters long
- The first character is automatically applied
 - Client accounts start with 'C'
 - Underwriter accounts start with 'U'
 - Third party commission accounts start with 'T'
 - Solicitors and Third Party Agents start with 'T'
 - Nominal/P&L accounts start with 'P'

Directory Name: This is the name by which ibs will store all documentation within the Client Folder. **This must be unique.**

Geographic Area: Select a geographic area from the list.

Parent Account: This allows accounts to be grouped together under a common parent account. Input the account code of the parent company.

Syndicate Details: For Lloyd's Syndicates, this box will become available. Select the appropriate Account Type from the list and tick the Illinois Ind and /or Authorised R/I if applicable.

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- Account Name:** Up to 2 lines of 50 characters each.
- Address:** Up to 4 lines of 50 characters each.
- Post Code:** This may be used to classify clients by geographic area.
- Country:** Select a country from the list.
- Telephone No:** Contact telephone number for the account.
- Facsimile No:** Contact facsimile number for the account.
- Contact Name:** Contact name for the account.
- Email Address:** Email address of the contact for the account.

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Credit Control/Security

Account Code Update

Account Details | **Credit Control/Security** | Policies | Comments | Bank Accounts | Complaints | Contacts

Standard Commission Rate:		%	Sort Code:				Bank Account No.:	
FCA Authorised:	☐	FCA Number:		Premium Credit:	☐	Date:	02/01/2025	
Risk Transfer:	☐	FCA Client Classification:		Credit/Debit	☐	Reference No:		
Agency /Rating						Type:		
Standard Terms (Days):						Standing Order:	☐	
Credit Limit:								
Account Executive:								
Credit Controller:								
Status Code:								
Status Date:	02/01/2025							
Status Comments:								
VAT Code:								
Co Mingle	☐							
3rd Party Intermediary	☐							
TOBA Date:	02/01/2025							
Signatory:								

Update New Export Close

Standard Commission: Type in the Standard Commission Rate applicable to this account Rate.

FSA Authorised: Tick this box if the account is FSA Authorised.

FSA Authorisation: Type in the number if the account is FSA Authorised Number.

GISC Number: Type in here the General Insurance Standard Councils Number.

Standard Terms (Days): Type in the Standard Credit Terms.

Credit Controller: Select the Credit Controller for this account from the list.

Account Executive: Select the Account Executive for this account from the list.

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Status Code:	Select a Status Code from the list.
Status Date:	If a Status Code has been selected, tick the box and type in the date from when this status is applicable from.
Status Comments:	This is a free text field for adding comments about the status of the account.
Bank Account No:	Type in the Bank Account Number for this account.
Sort Code:	Type in the Sort Code for this account.
Premium Credit:	If this account is on Premium Credit.
VAT Code:	Select a VAT code from the list.
TOBA Date:	If a Terms of Business Agreement is in place tick the box and select the appropriate date of the agreement.
TOBA Signatory:	Type in the name of the Terms of Business Agreement Signatory.

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Policies

Account Code Update

Account Details

Credit Control/Security

Policies

Comments

Bank Accounts

Complaints

Contacts

Policies

Policy No	(Re)Insured	Inc Date	Exp Date	Class of Business
-----------	-------------	----------	----------	-------------------

Policy Summary by Department

Dept	Policies
------	----------

Update

New

X

Export

Close

The Policies screen will display all policies involving this account. It will also display a summary by department.

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Comments

Account Code Update

Account Details Credit Control/Security Policies Comments Bank Accounts Complaints Contacts

Date	Who	Comments
------	-----	----------

< >

Add Edit Delete Documents Archive Display Archived Comments Display Orig Comments

Update New Export Close

The comments tab allows comments to be added, amended or deleted on an account. To add a comment click on **Add**.

Comments

File Help

Date: Who:

Save Close

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The current date will automatically be populated within the **Date** field. The current user will automatically be selected from the **Who** list and then add comments to the free text box. Click on **File** to save the comments.

To amend a comment from an account, highlight the appropriate entry and click **Edit**. This will then display the comment box again. Make the amendment(s) as appropriate and click on **File**.

Bank Accounts

Account Code Update

Account Details Credit Control/Security Policies Comments Bank Accounts Complaints Contacts Consortiums

Bank Account Name	CCY	Country	Check	B
-------------------	-----	---------	-------	---

Add Edit Delete

Update New Export Close

The Bank Accounts tab allows entry and maintenance of bank accounts for the selected account. To add a bank account, click on **Add**.

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Bank Account Details

Bank Account	
CCY:	v
Country Code:	
Check:	
Bank Code:	
Sort Code:	
Acc No:	
Swift Code:	
ABA/BSB/Transi	
IBAN:	
Address:	< >
Beneficiary Address:	< >

The **Bank Account**, **Currency**, **Bank Code** and **Acc No** fields are mandatory.

Click on **Update** to save the bank account details.

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Complaints

Account Code Update

Account Details Credit Control/Security Policies Comments Bank Accounts **Complaints** Contacts Consortiums

Ibs Ref	Insurers Ref	Type	Other Type
---------	--------------	------	------------

< >

Add Edit Delete

Update New  Export Close

The Complaints tab allows entry and maintenance of complaints relating to the selected account. To add a complaint, click on **Add**.

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Complaints

IBS Reference:

Insurer Reference:

Complaint Type:

Other Type:

Complaint Against:

Complaint Handler:

Referred to Director /Management

☐

Referred to:

FCA Category:

Complaint Status:

Complaint

☐ 02 Jan 2025

Incident Date:

☐ 02 Jan 2025

Date Closed:

☐ 02 Jan 2025

Settlement Amount:

Description:

Update

Close

Click on **Update** to save the complaint.

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Contacts

Account Code Update

Account Details

Credit Control/Security

Policies

Comments

Bank Accounts

Complaints

Contacts

Consortiums

Title	First Name	Surname

Update

New

X

Export

Close

The Contacts tab allows entry and maintenance of up to 3 contact details for the selected account.

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Consortiums

Account Code Update

Account Details Credit Control/Security Policies Comments Bank Accounts Complaints Contacts **Consortiums**

Name	Percent	Address
------	---------	---------

< >

Add Edit Delete

Update New Export Close

The Consortiums tab allows entry and maintenance of consortium members for the selected account. This tab is only visible on insurer accounts. To add a consortium member, click on **Add**.

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A screenshot of a web form titled "Consortiums". It contains three input fields: "Name:" (a single-line text box), "Percentage:" (a small text box), and "Address:" (a larger multi-line text box with scrollbars). At the bottom of the form are two buttons: "Update" and "Close".

Enter **Name**, **Percentage** and **Address** details. Click **Update** to save the consortium details.

1.2. Class of Business

Before accessing the Class of Business Update screen, ensure the correct department is selected. Select the **Admin** menu, then **Table Files, Technical, Class of Business**. To add a new class of business click **Add**.

A screenshot of a web form titled "Class of Business File Update". The form has a menu bar with "File" and "Help". Below the menu bar are two tabs: "Details" (selected) and "Additional Slip Templates". The form is divided into two columns of input fields. The left column includes: "Department:" (a dropdown menu showing "C - Commercial"), "Code:" (a text box), "Description:" (a text box), "Type:" (a text box), "Form:" (a text box), "Category:" (a dropdown menu), "Class Group:" (a dropdown menu), and "Direct/Reinsurance:" (a dropdown menu). The right column includes: "Slip:" (a text box with a "..."), "Quotation:" (a text box with a "..."), "Rating Sheet:" (a text box with a "..."), "Confirmation:" (a text box with a "..."), "Schedule:" (a text box with a "..."), "Cover Note\Cert.:" (a text box with a "..."), "Demands & Needs:" (a text box with a "..."), "Renewal Prop. Form:" (a dropdown menu), "Renewal Sequence:" (a dropdown menu), "Documents Editable:" (a checkbox), "Business Mandatory:" (a checkbox), "Archived:" (a checkbox), "B.A. Endorsement:" (a text box with a "..."), and "Debit Template:" (a text box with a "..."). At the bottom of the form is a navigation bar with buttons: "Update", "Add", "Delete", "List", a record counter "Record: 45 of 45" with navigation arrows, and a "Close" button.

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Department:	This will automatically be selected as the current department.
Code:	Select a code for the new class of business i.e. JR (Jewellers Block Retail) or HH (Household). This must be unique within the selected Department.
Description:	Type in the description for the class of business i.e. Jewellers Block Retail or Household. This must be unique.
Type:	Description that will appear on ibs documents against the 'Type' heading.
Form:	This is the description of the standard form/wording to be used for this class of business.
Category:	Select a category from the list.
Class Group:	Select a class group from the list.
Slip:	To add the slip template to the ibs system, first save it to the templates folder. Then click on the search button (which is located at the end of the Slip line) and navigate to where the template is stored and double click on it. This will then link the slip template to the class of business.
Quotation:	This document is available for selection on the Quote screen.
Rating Sheet:	This document can be accessed from the Quote and Firm Order screen.
Confirmation:	The document can be created from the Quote screen.
Schedule:	This can be created from the firm order.
Cover Note:	This can be created from the firm order. If not specified against the class of business, the system will try to find a CoverNote.doc template stored in the root directory.
Demands & Needs:	This document can be created at either quote or firm order stage.
Renewal Proposal:	Select a specific Renewal Proposal form for this Class of Business by using the list. These are defined in the Renewals table file menu item Proposal Forms.
Renewal Sequence:	Select a specific Renewal Sequence for this Class of Business by using the list. These are defined in the Renewals table files options.
Documents Editable:	Tick this box to allow users to be able to amend the completed Debit Note, however this will not allow them to change the saved template.

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Business Mandatory: Tick this box to mandate the entry of a Business Description value on quotes and risks.

Archived: Tick this box to archive the entry. Setting an entry as 'archived' will remove the name from the appropriate selection for new risks and also the quote and firm order search screens (although the filters allow selection of all Classes of Business, including those set as 'archived').

B.A. Endorsement: Template for endorsement documents.

Debit Template: Template for debit note documents.

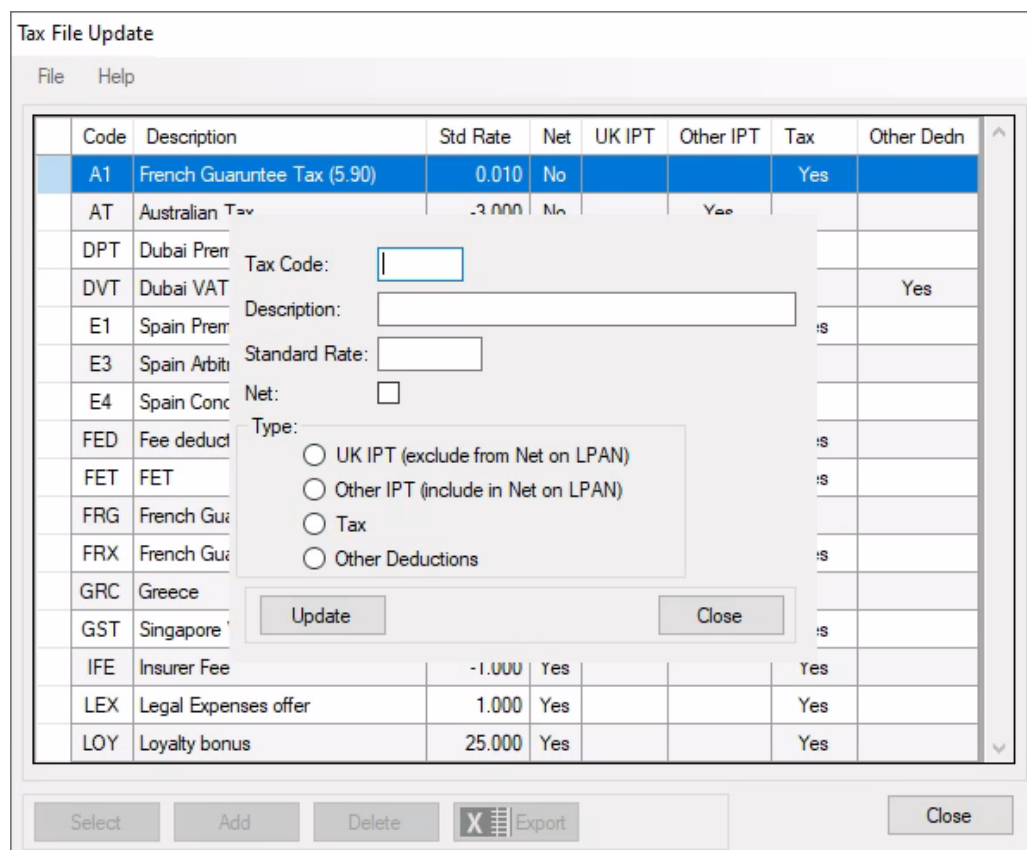
When complete, click **Update** to save the entry.

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1.3. Taxes

To set up **Taxes**, select **Admin** from the menu bar, then select **Table Files, Technical, Taxes**. To create a new tax click **Add**.



Code	Description	Std Rate	Net	UK IPT	Other IPT	Tax	Other Dedn
A1	French Guarantee Tax (5.90)	0.010	No			Yes	
AT	Australian Tax	-3.000	No		Yes		
DPT	Dubai Premium						
DVT	Dubai VAT						Yes
E1	Spain Premium					Yes	
E3	Spain Arbitration						
E4	Spain Conciliation						
FED	Fee deduction					Yes	
FET	FET					Yes	
FRG	French Guarantee					Yes	
FRX	French Guarantee					Yes	
GRC	Greece					Yes	
GST	Singapore					Yes	
IFE	Insurer Fee	-1.000	Yes			Yes	
LEX	Legal Expenses offer	1.000	Yes			Yes	
LOY	Loyalty bonus	25.000	Yes			Yes	

Enter a **Tax Code** (ensuring that it is unique), a **Description** and the default **Standard Rate** value. A tax that debits the client/debtor on a premium should be entered as a negative figure. Tick the **Net** box if the tax is applicable on the **gross** premium.

In the **Type** box, select the required behaviour for presentation of the tax on an LPAN.

Click **Update** to save the new tax and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

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1.4. Policy Wordings

To set up Policy Wordings select the **Admin** menu, then **Table Files, Technical, Policy Wordings**.

Wording File Update

File Help

Wording Code: 003

Description: Cyber Wording

Short Name: Cyber2020

WP Template: G:\livedocs\P\BBL\LPC Policy Jacket.docx

Clauses:

Clause	Name	Require
001	Bering Sea Through Tr...	AA
002	Brokers Cancellation Cl...	
003	Mortgages Interest Prov...	
004	Performance Related R...	Credit B

Clause	Name	Require
LSW	LSW 3001: Premium Pa...	

Move Up Move Down

Requirements:

Requirement	Mandatory
-------------	-----------

Add Edit Delete Move Up Move Down

Update Add Delete List Close

Record: 1 of 10

Click **Add** to create a new Policy Wording. To copy a wording that already exists, select the required wording beforehand. The details to be entered within this box are as follows: -

Wording Code: Type in a code for the Policy Wording. This must be unique.

Description: Type in a description of the Policy Wording. This must be unique.

Short Name: Type in a short name for the Policy Wording. This must be unique.

WP Template: Click and navigate to where the template has been stored.

When details are entered then add the appropriate clauses. The box on the left is a list of all available clauses. The box on the right contains the clauses to be included within the Policy Wording.

Use the arrow keys to move the clauses between the boxes. Once required clauses have been included, use the **Move Up** and **Move Down** buttons (underneath the right box) to place the clauses in the correct order.



Requirements may be added to the Policy Wording by clicking on the **Add** button within the Requirements box.

The dialog box is titled "Policy Wording Requirements". It contains a text input field labeled "Requirement:" with a vertical scrollbar. Below it is a checkbox labeled "Mandatory:". At the bottom, there are two buttons: "Save" and "Close".

Type in the appropriate requirement in the free text box provided. If this requirement is to be mandatory then tick the box provided. Click on the Save button to add the requirement to the Policy Wording.

To amend an existing Policy Wording go to the appropriate code by either using the **List** button and selecting the appropriate code, or by using the arrows buttons at the bottom of the box.

To remove an existing Policy Wording go to the appropriate code and press **Delete**. The system will only allow deletion of a Policy Wording if it is not assigned to any risks.

1.5. Clauses

To set up Clauses select the **Admin** menu, then **Table Files, Technical, Clauses**. To create a new Clause, click on the main/bottom **Add** button.

The dialog box is titled "Clause File Update". It has a menu bar with "File" and "Help". Below the menu bar are four text input fields: "Clause Code:", "Description:", "Short Name:", and "WP Template:". The "WP Template:" field has a dropdown arrow. Below these fields is a section titled "Requirements" which contains a table with one header "Requirement" and a large empty area for rows. Below the table are five buttons: "Add", "Edit", "Delete", "Move Up", and "Move Down". At the bottom of the dialog are five buttons: "Update", "Add", "Delete", "List", and a set of navigation arrows. To the right of the navigation arrows is a label "Record: 12 of 12". At the far bottom right is a "Close" button.

Clause Code: Type in a code for the Clause. This must be unique.

Description: Type in a description of the Clause. This must be unique.

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Short Name: Type in a short name for the Clause. This must be unique.

WP Template: Click the search button and navigate to the template.

Once created, add any appropriate Requirements to the clause by clicking the top **Add** button.

A screenshot of a web application dialog box titled 'Clause Requirements'. The dialog has a light gray border. Inside, there is a label 'Requirement:' followed by a large, empty rectangular text input field. At the bottom of the dialog, there are two buttons: 'Save' on the left and 'Close' on the right. The 'Save' button is highlighted with a blue border.

Type the details into the box and press **Save**. Once requirements are added use the **Move Up** and **Move Down** buttons to place the requirements in the correct order. Requirements can be edited or deleted. Make the amendments and then click on **Update**.

To amend an existing Clause, find the clause either using the **List** button and selecting the appropriate code, or using the arrow buttons at the bottom of the box. Then amend the details as required.

To remove an existing Clause go to the appropriate code and press **Delete**. The system will only allow deletion of a Clause if it has not been assigned to a risk.

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2. Financial

2.1. Currencies

To set up a new Currency select the **Admin** menu, **Table Files**, **Financial**, **Currencies**. The first currency is displayed. Other currencies may be displayed either by pressing **List** and selecting the required entry or by using the next/previous or first/last buttons. Click **Add** to create a new currency.

Currency File Update

File Help

Currency Code:

Description:

Banking Currency: ☐

Bureau Settlement Currency: ☐

Country:

Rate of Exchange (GBP):

Settle in Other Currencies: ☒

Currency	Name	Rate of Exchange
USD	US Dollar	16.188100
EUR	EURO	18.374000

Add Edit Delete

Write Off Account: ...

Rate of Exch. Diffs Account: ...

Currency Control Account: ...

Re-Rating Account: ...

Suspended: ☐

Update Add Delete List Close

<< < Record: 16 of 25 > >>

Currency Code: This is, typically, the ISO code for the currency. This must be unique.

Description: A description of the currency.

Banking Currency: Tick this box if a bank account exists (or will be required) for the currency.

Bureau Settlement Currency: Tick this box if the currency is a bureau settlement currency.

Country: Select the associated country from the list of Nationalities.

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Rate of Exchange: Enter the current rate of exchange to base currency.

Settle in Other

Currencies: Tick to allow entry of specific banking currencies into which the currency can be settled (other than base currency). Only available if Banking Currency is not ticked.

A screenshot of a software dialog box titled 'Currencies'. It contains two input fields: 'Currency:' with a dropdown arrow and 'Rate of Exchange:' with a text box. At the bottom, there are two buttons: 'Update' and 'Close'.

Click **Add** to select a banking currency and enter the current rate of exchange to the selected currency.

**Write Off/Rate of
Exchange/Currency
/Control/Re-Rating**

Accounts: Enter the Account Code (or select from the Search function) of the corresponding nominal account. These details are typically consistent for all currencies.

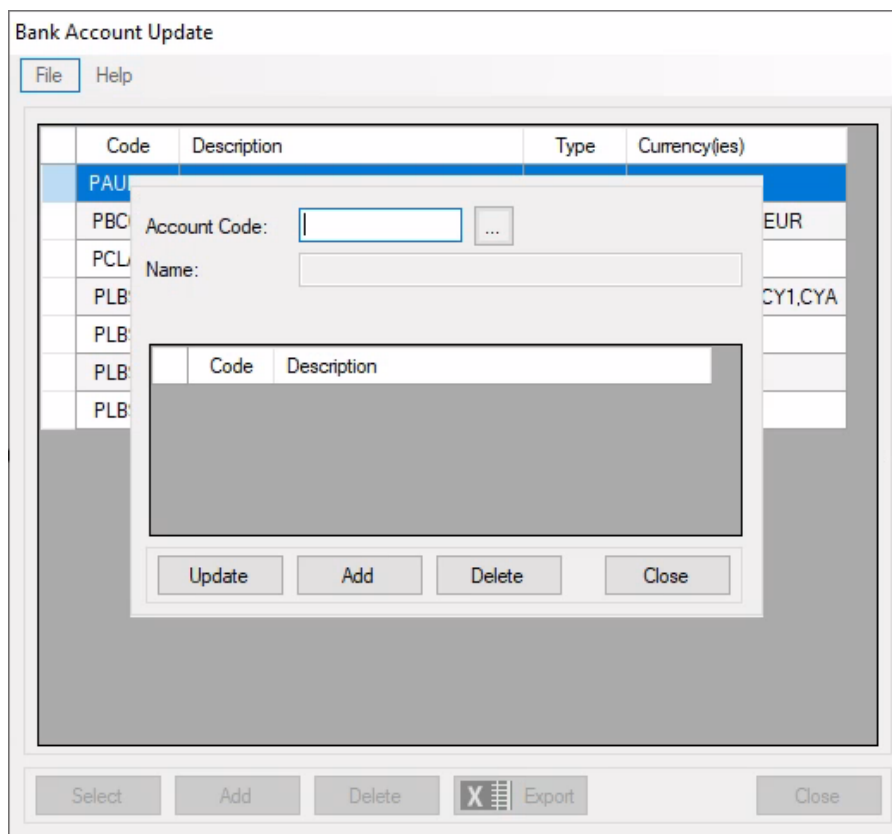
Click **Update** to save the new currency.

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2.2. Bank Accounts

To set up a new Bank Account select the **Admin** menu, **Table Files**, **Financial**, **Bank Accounts**. Note that an Account Code configured as a nominal account must exist before proceeding with adding a Bank Account. Click **Add** to activate the details screen below.



The image shows a 'Bank Account Update' dialog box. It has a menu bar with 'File' and 'Help'. Below the menu bar is a table with columns: Code, Description, Type, and Currency(ies). The table lists several bank accounts, including PAU, PBC, PCL, PLB, and PLB. A modal window is open over the table, allowing for the update of a selected account. This modal window contains fields for 'Account Code' (with a search icon) and 'Name'. Below these fields is a smaller table with columns 'Code' and 'Description'. At the bottom of the modal window are buttons for 'Update', 'Add', 'Delete', and 'Close'. At the bottom of the main dialog box are buttons for 'Select', 'Add', 'Delete', 'Export' (with a spreadsheet icon), and 'Close'.

Enter the **Account Code** (or select from the Search function) and then click **Add** to select the currency to be associated with the Bank Account. Although multiple currencies may be selected on the same bank account, it is generally recommended to configure separate Bank Accounts per currency.

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

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2.3. Fee Accounts

To configure the Fee Accounts settings, select the **Admin** menu, **Table Files**, **Financial**, **Fee Accounts**. This allows the Account Code, Default Value, Display Name to be maintained for the 4 standard fee types. Note that the Account Code can also be configured independently for each fee type however it is recommended that all income is configured for the main brokerage account.

Fee Accounts

	Account:		Default Value:	Display Name:
Admin Fee:	PLB001	...	0.00	Admin Fee
PolicyFee:	PLB001	...	0.00	Policy Fee
Charity Donation:	PLB001	...		Ch Don

Maximum Admin Fee:

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2.4. Cancellation Letters

To set up Cancellation Letter templates, select the **Admin** menu, **Table Files**, **Financial**, **Cancellation Letters**. Click **Add** to activate the details screen below.

Code	Name	Template
A1	Branded	G:\livedocs\Templates\Credit Control\Initial Chaser.docx

Code:

Name:

Template: ...

Update Close

Select Add Delete Export Close

Enter a **Code** value (must be unique) and a **Name**. Click **Browse** to select the required template and template location.

Click **Update** to save the new Cancellation Letter and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

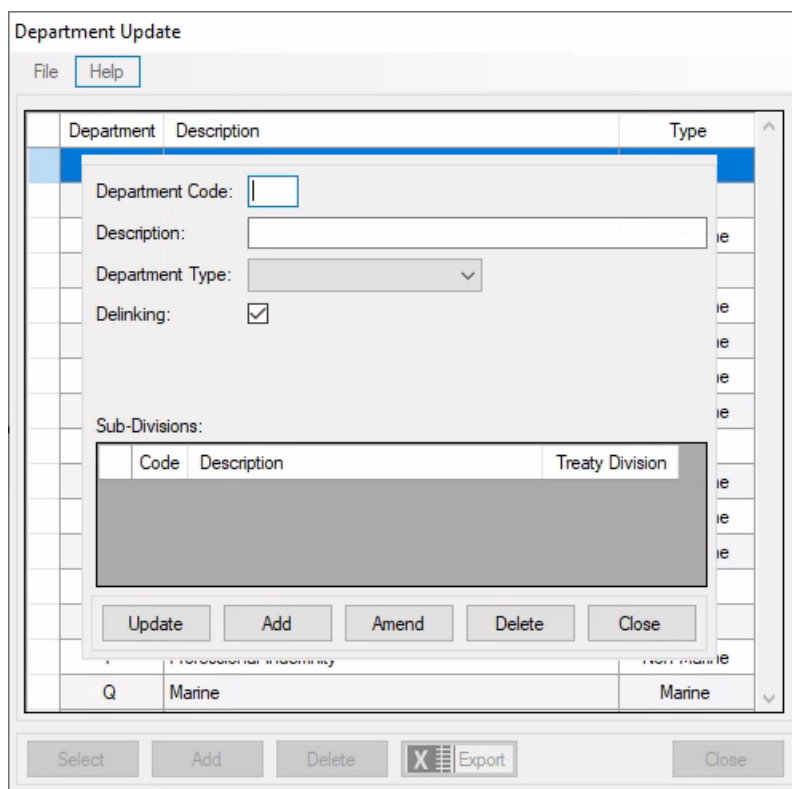
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3. Administration

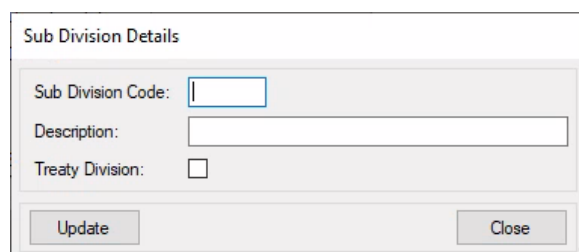
3.1. Departments

To set up a new department select the **Admin** menu, **Table Files**, **Administration**, **Departments**. To create a new Department, click **Add**.



Enter a **Department Code** (ensuring that it is unique), then add a **Description** and select a **Department Type** from the list. Tick the **Delinking** box to enable delinked LPAN production for risks in this department.

To create a sub-division for a department click **Add**.



Add a Sub-division code (ensuring that it is unique), then add a description.

When all the relevant details are added, click on **Update** and then **Close** to save the new department.



When a new department is added, this will create a new folder within the document root directory with the same code. Debit and credit notes for the department need to be saved in this folder before debit notes can be processed.

Click **Update** to save the new Department and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

3.2. Account Executives on Risk

Select **Admin** menu, **Table Files**, **Administration**, **Account Executives on Risk**. To add a new Account Executive on Risk, click **Add**.

Code	Name	Non Active
SS	Sharon Stanley	
AF	Account Exec on Risk	Y

Code:
Name:
Non Active: ☐

Update Close

Select Add Delete Export Close

Add a **Code** (ensuring that it is unique), then add a **Name**. Setting an entry as 'non-active' will remove the name from the appropriate selection for new risks and also the quote and firm order search screens (although the filters allow selection of all Account Executives, including those set as 'non-active').

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

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3.3. Producing Brokers

Select the **Admin** menu option, **Table Files, Administration, Producing Brokers**. To add a new Producing Broker, click **Add**.

Code	Name	Non Active
EJ	Elvis Jones	
GB	Geoff Barden	

Code:
Name:
Non Active: ☐

Update Close

Select Add Delete Export Close

Add a **Code** (ensuring that it is unique), then add a **Name**. Setting an entry as 'non-active' will remove the name from the appropriate selection for new risks and also the quote and firm order search screens (although the filters allow selection of all Account Executives, including those set as 'non-active').

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

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3.4. Account Executives on Client

Select **Admin** menu, **Table Files**, **Administration**, **Account Executives on Client**. To add a new Account Executive on Risk, click **Add**.

Account Executives on Client Update

File Help

Code	Name
------	------

Code:

Name:

Update Close

Select Add Delete X Export Close

Enter a **Code** (ensuring that it is unique) and a **Name**.

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

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3.5. Credit Controllers

Select **Admin** menu, **Table Files**, **Administration**, **Credit Controllers**. To add a new Credit Controller, click **Add**.

The screenshot shows a software window titled "Credit Controllers Update". It features a menu bar with "File" and "Help". The main area contains a table with two columns, "Code" and "Name". Below the table, there are input fields for "Code:" and "Name:". At the bottom of the window, there are two buttons: "Update" and "Close". Below the window, there is a toolbar with buttons: "Select", "Add", "Delete", "Export" (with an Excel icon), and "Close".

Enter a **Code** (ensuring that it is unique) and a **Name**.

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

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3.6. Users

To add a user, select the **Admin** menu, **Table Files**, **Administration**, **Users**.

Navigate to / list the user who has similar access rights to the new user using the arrow keys or the list option.

To add a new user, click **Add**. Answer **Yes** to the prompt about copying access rights. Enter the details for the new user and press **Update**. For accounts users set the Write off Limit and Funding Limit amounts.

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Amend the access rights as required by clicking **Access Rights**. The access rights are arranged across several tabs. Tick or untick the relevant access right as required for the selected user.

Access rights for user 'Accounts'

General Accounts Reports Acct Reports Table Files 1 Table Files 2 Table Files 3

Enquiries	☐	Non-Clients Accounts	☐	Fee Access	☐
Input/Amend Quotes	☐	JB Authorisation	☐	Claim Enquiry	☐
Input/Amend Firm Orders	☐	Override Rate of Exchange	☐		
Process Renewals	☐	Change Status	☐		
Policy Documents	☐				
Input/Amend Claims	☐	Override Rate of Exchange	☐		
Produce Bordereaux	☐	Produce Lineslips	☐		
System Administrator	☐	Scanning	☐		
Change Department	☐	Policy Deletion	☐		
System Parameters	☐	Account Codes	☐		
Produce Claims Bordereaux	☐	Assured Account Codes	☐		
Underwriter Due Dates	☐	Delete Claim	☐		
Delete NTUD Quotes	☐	View Root Directory	☐		

Select All Deselect All

Update Select All Deselect All Close

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3.7. Geographic Areas

To set up Geographic Areas, select **Admin** from the menu bar, then select **Table Files, Administration** and then **Geographic Areas**. To create a new Geographic Area, click **Add**.

Code	Name	Sanctions	ISO Code
UK	United Kingdom		GBR
USA	USA		

Enter a **Code** and **Name**, ensuring that both are unique, and an **ISO Code** from the list.

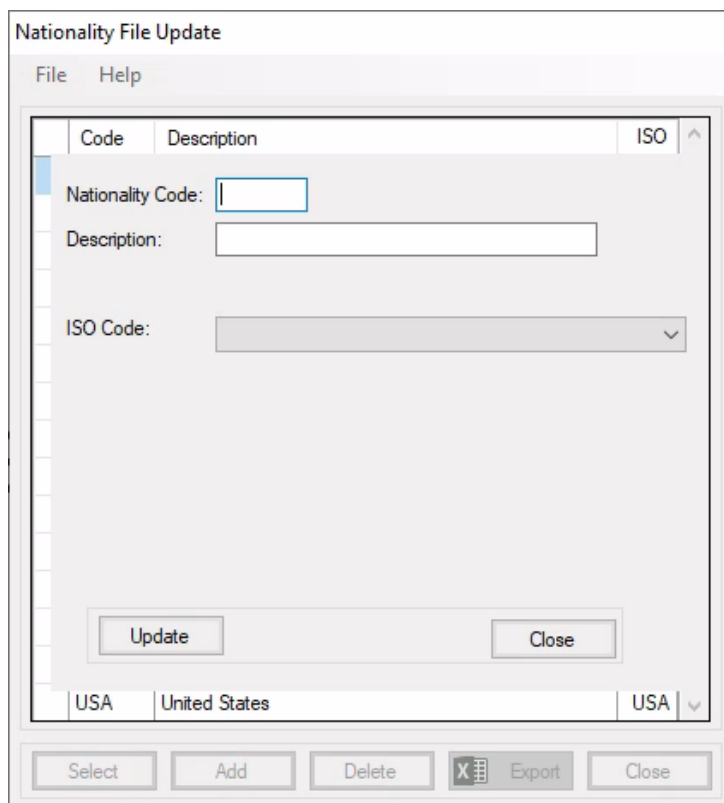
Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

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3.8. Nationalities

To set up **Nationalities**, select **Admin** from the menu bar, then select **Table Files, Administration** and **Nationalities**. These are used for Currencies and for Account Code records. To create a new Nationality click **Add**.



Code	Description	ISO
USA	United States	USA

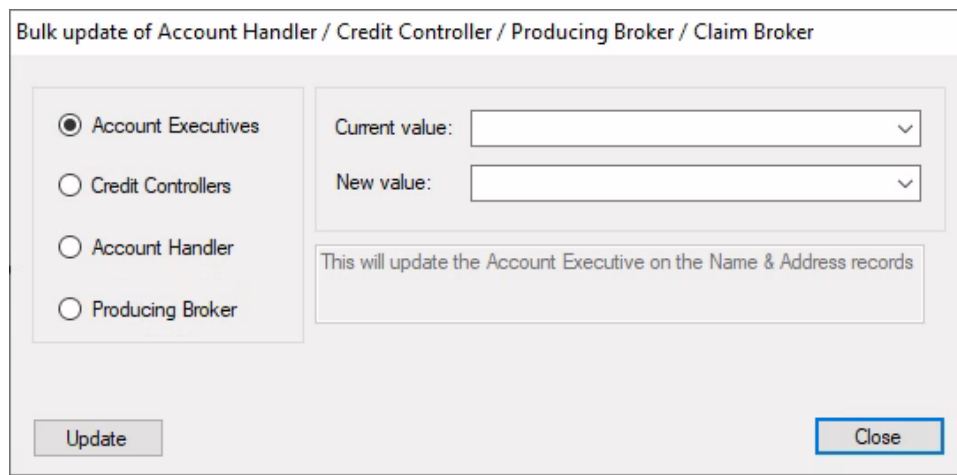
Enter a **Nationality Code** and **Description**, ensuring that both are unique, and an **ISO Code** from the list.

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

3.9. Bulk Update Users

The Bulk Update Users function allows the Account Executive, Credit Controller, Account Handler and Producing Broker to be updated from one value to another across all associated accounts, quote and risks. For example when a staff member leaves employment or changes responsibility and their assignments should be changed to a different staff member.

To perform **Bulk Update Users**, select **Admin** from the menu bar, then select **Table Files, Administration** and **Bulk Update Users**.



The screenshot shows a dialog box titled "Bulk update of Account Handler / Credit Controller / Producing Broker / Claim Broker". On the left, there are four radio buttons: "Account Executives" (selected), "Credit Controllers", "Account Handler", and "Producing Broker". To the right of these buttons are two dropdown menus labeled "Current value:" and "New value:". Below these dropdowns is a text box containing the message "This will update the Account Executive on the Name & Address records". At the bottom left is an "Update" button, and at the bottom right is a "Close" button.

Select the required type and then the current and new values then click **Update** to continue. Results of the operation are output in Excel.

3.10. General Letter Templates

The General Documents function is available in most front-end screens and enables client and underwriter correspondence to be produced and stored within ibs. This can be all be found under the client folder along with slip documentation, debit notes and endorsements.

ibs supports multiple templates. Some examples:

- File notes
- Confirmation Letters
- Return Premium Notices
- Quote Letters
- Telephone call notes

General Letter Templates require two levels of administration, level 1 and level 2. Level 1 is the Documents Groups option and Level 2 is the Documentation Templates option. As many or as few Documents Groups may be configured. Level 2 is where the actual template is stored.



To set up the Document Groups, select the **Admin** menu, then select **Table Files, Administration, General Letter Templates, Document Groups (Level 1)**. To create a new Document Group click on **Add**.

IBS Code	Name
General	All General Placing documents
BKR	Broker documents
Claims	Claims letters
Client	
CPW	Code:
EMRCE	Description:
E	
ENDS	
Notes	File and phone notes
001	Group 1
RN	Renewal documents
SF	Statement of Fact

Update Close

Select Add Delete Copy Export Close

Enter a **Code** and **Description**, ensuring that both are unique.

When finished click on **Update** and then **Close**. This will then add the Document Group.

To set up the Document Templates. Select the **Admin** menu, then **Table Files, Administration, General Word Templates, Document Templates (Level 2)**. To create a new Document Template click **Add**.

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General Document Templates

File Help

Group (Level 1)	Name (Level 2)	Template	Word Email	Outlook Email	Pdf
All General Placing docu...	BBL Checklist	G:\livedocs\Templates\BBL\Checklist_Closing.xlsx			
All General Placing docu...	BBL New Sales Process Checklist	G:\livedocs\Templates\New Sales Process Checklist V1 June ...			
All General Placing docu...	EL Cert	G:\livedocs\Templates\Platinum\EL CERTIFICATE BLANK.docx			
All General Placing d...	Fast Pad - Cis-Cred-V	G:\livedocs\Templates\Cis-Cred-Fast-Pad-Fast-Pad-2015 V...			
All General Placing d	Level 1:				
All General Placing d	Level 2:				
All General Placing d	Template: ...				
All General Placing d	Word Email: ☐ Outlook Email: ☐ Pdf: ☐			Y	
Broker documents	Update	Close	Y		
Broker documents	Checklist	R:\BBS Sample Templates\Excel bookmark.xlsx			
Broker documents	EOC	G:\livedocs\Templates\HAY\ICD 2022.docx			
Broker documents	Malta ICD 2022	G:\Templates\ICD 2022.docx			
Broker documents	Meeting Notes	G:\livedocs\This is a note template.docx			Y
Broker documents	MRC	G:\Templates\HWW\MRC Client Copy Bundle.doc			

Select Add Delete Export Close

Level 1: Select the Document Group from the list.

Level 2: Type in the name of the template.

Template: Click the search button and navigate to where the template has been stored.

Word Email: Tick the box for the document to be created with Word email options.

Outlook Email: Tick the box for the document to be created as the body of a new email.

Pdf: Tick the box for the document to be created as PDF.

When finished click on **Update** and then **Close**. This will then add the Document Template.

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3.11. Security Status Codes

The Bulk Update Users function allows the Account Executive, Credit Controller, Account Handler and Producing Broker to be updated from one value to another across all associated accounts, quote and risks. For example when a staff member leaves employment or changes responsibility and their assignments should be changed to a different staff member.

To add **Security Ratings**, select **Admin** from the menu bar, then select **Table Files, Administration** and **Security Status Codes**. To create a new Security Rating, click **Add**.

Code	Description	Type
C	Cancelled	Cancelled
N	Refer to Nick	Normal
S	Suspended	Suspended
W	Warning	Normal

Security Code:

Description:

Category:

Enter a **Security Code** (must be unique) and associated **Description**. Select a **Category** of either Suspended, Cancelled or Normal.

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

3.12. Subjectivities

To add **Subjectivities**, select **Admin** from the menu bar, then select **Table Files, Administration** and **Subjectivities**. To create a new Subjectivity, click **Add**.

Code	Days	Description
0001	30	Surplus Lines details (prior to binding)
0002	30	Pro-Forma Financials (prior to binding)
0003		

Code:

Days

Full Description

Enter a **Code** value (must be unique) and an expected number of **Days** to completion and a **Description**.

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

3.13. Business / Trade

To add a **Business/Trade**, select **Admin** from the menu bar, then select **Table Files, Administration** and **Business/Trade**. To create a new Business/Trade, click **Add**.

Description	Code
Abattoirs	
Accounting	
Aggregates	
Automotive	
Bus Sup + Con	
Construction	
Education & Research El	
Estate Agents	
Food & Drink	
IT & Telecomms	
Legalities	
Mand Non Metal	
Manu Metal Goods	
Media	
Motor Trade	6.5
Others	6.2

Only a **Description** is mandatory. The **Code** is for entry of an external reference value, such as SIC code or similar.

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

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3.14. Quotation Status

To add a **Quotation Status**, select **Admin** from the menu bar, then select **Table Files, Administration** and **Quotation Status**. To create a new Quotation Status, click **Add**.

Quotation Status Update

File Help

Code	Name
------	------

Code:

Name:

Update Close

Select Add Delete Export Close

Enter a **Code** (ensuring that it is unique) and a **Name**.

Click **Update** to save the new entry and **Close** to return to the list. To save and exit, click **Close** and select the option to save changes when prompted.

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4. Document Templates

4.1. Storage

Document templates are held at three levels.

The first level is root directory level e.g. M:\ibslive. Document templates stored at this level are used company-wide and are not related to a specific department, for example the LPAN and LCCF document templates.

The second level is related to a specific department. A document folder for each department is set up when creating a new department. This mainly relates to premium and claim document templates and these documents generally need to contain the department code as part of the document name, e.g. DebitB.doc.

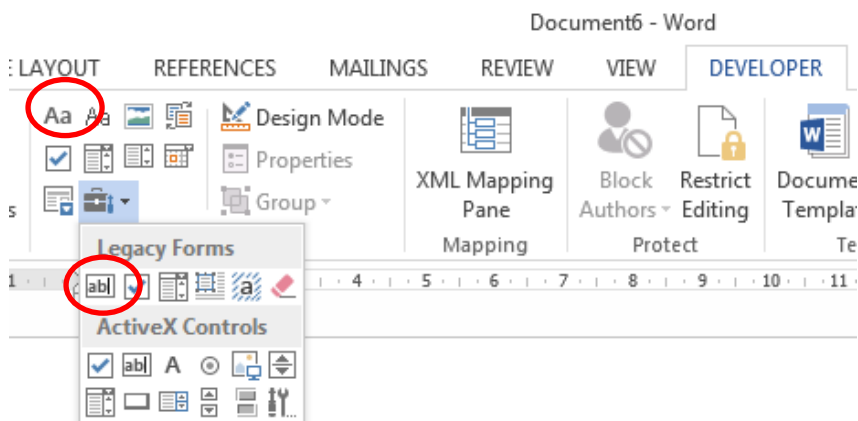
The third level of templates have explicit pathnames specified per template. These document templates are related to Class of Business e.g. slip, cover note, schedule, etc. or General Documents, Renewal letters, Wordings/Clauses and are defined in the Class of Business screen.

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4.2. Bookmarks

Bookmarks within Word documents are uniquely named placeholders into which ibs can populate data. To add a bookmark to a document, place the cursor in the required location and then click on the **ab|** button on the Developer tab.



To give the bookmark a name, double-click on it to bring up the following screen and enter the bookmark name in the Bookmark field.

Bookmark names must contain no spaces and the letter case is important. Not all bookmark names work in every document.

A list of bookmarks is available at <http://ibsbookmarks.gpmonline.co.uk/>. GPM can provide sample templates for most documents if required.

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4.3. InsertDocument / InsertText / InsertWording Bookmarks

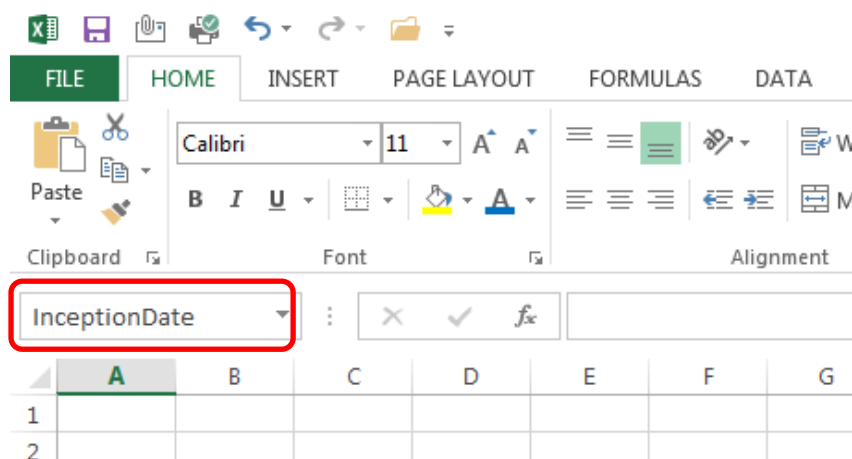
The InsertDocument bookmark allows a document to be appended to the end of another. Once all other bookmarks have populated the document, when the user goes back to ibs they will be asked which document to attach. This bookmark works in the slip, cover note, schedule and general documents, but not debit notes.

InsertText inserts the slip automatically into the cover note wherever the bookmark is positioned.

InsertWording inserts the wording, again where the bookmark is positioned rather than at the end.

4.4. Excel Bookmarks

Some documents can be produced in Excel as well as Word. To insert a named cell, place the cursor in the appropriate cell and type the name into the field highlighted below.



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5. Reporting

5.1. System Reports

The system has the following standard reports which are downloaded into Excel.

Front End

Quotes	Quotation Reports	
Risks	Risk Listing Risks not debited	
Policies	Policies Due Endorsements Due Incomplete Policies Incomplete Endorsements Late Signings Premiums Paid Unsigned Premiums [Bordereau Production] [Lineslip Production]	
Renewals	Print Renewals Auto Renewals	
Claims	Claims Summary	
Reports	Quotations Brokerage:	Current Months Brokerage Brokerage by period Brokerage by Country Brokerage Year On Year Brokerage New Business Premium Report Broker Commission All Broker Commission
	Risk Reports:	Risk Listing Risks not Debited
	Underwriter Statistics	
	Broker Reports:	Monthly Report by Sub Division by Assured Daily Report by Broker by Due Date Daily Report by Sub Division by Type View Tasks
	Tracking:	Outstanding Quotes

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		Outstanding Risks Completed Risks
	User Defined Reports	
Accounts		
Cash Book	Reports:	Receipt Cashbook Payment Cashbook Cashbook Summary Report Unallocated Payments Unallocated Receipts
Reports	Daily Enquiry Reports:	Ledger Prints Audit Trail Funding Ledger Display Payment Warranty Report Transaction Enquiry Unallocated Cash Suppressed/Disputed Premiums Ledger Update Reprint
	Period End Reports:	Aged Debtors Aged Creditors Statements Statistics:
		Analysis Reports Underwriter Statistics
		Trial Balance Ledger Balances FRS5 Reports Monthly Cash Allocation Debit Credit Summary Underwriter Payments Unrealised Brokerage
Signing Messages	Lloyds/Lirma/ILU:	Display Pending Transactions Previously Released items
Period End Procedures	Brokerage Realisation	

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5.2. Front End Reports

Quotation Reports (Quotes menu)

This option is available from the Quotes menu. Summary quote details are displayed, as below. The list can be sent to Excel.

Quotes can be edited by clicking in the grid and pressing the Select button.

Quotation Report

Quote Details

Quote No	Diary Date	Assured	Class	Ccy	Value	Status
00681		Green King Brewery	CPROP	GBP	0.00	
00682		Green King Brewery	CPROP	GBP	0	
00683		Green King Brewery	CPROP	GBP	0	
00704		ABC Insured Company	CPROP	GBP	0	
00718		Harold Smith	EL	GBP	0	
00719		ABC Insured Company	CPROP	GBP	5,200.00	Firm Order
00751		Green King Brewery	CPROP	GBP	0	Not Taken Up (\$
00768		Legend Transport Inc.	CL	USD	3,150.00	
00770		Valor Victoria, LTD.	CL	USD	3,500.00	

Currency Summary

Currency	Total
GBP	1,351,052.45
PLN	1,000.00
USD	150,625.00
US\$	29,845.00
CAD	80.00
AUD	112,882.00

Select

X

Export

X

ExportDetails

Close

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Risk Listing (Risks menu)

This report displays the risks that have been processed which meet the criteria, such as for a department, account executive, client, period, etc. The listing can be sent to Excel and an individual risks' details may be viewed in enquiry mode.

Policy search results (249 records)

Policy No	(RE) Insured	Inc Date	Exp Date	Class of Business	Original Insured	Lloyds SN&D	LIRMA SN&D	ILU SN&D	Lead Uwtter
C240978	ABC Insured Company	01 Feb 2024	31 Jan 2025	Material Damage (MD)					Liberty Syndicate 4472
C240979	ABC Insured Company	01 Feb 2024	31 Jan 2025	Material Damage (MD)					Liberty Syndicate 4472
C240980	ABC Insured Company	01 Feb 2024	31 Jan 2025	Material Damage (MD)					Liberty Syndicate 4472
C240981	ABC Insured Company	01 Feb 2024	31 Jan 2025	Material Damage (MD)					Liberty Syndicate 4472
C240982	ABC Insured Company	01 Feb 2024	31 Jan 2025	Material Damage (MD)					Liberty Syndicate 4472
C240983	Biggin Hill Airport Insurance Test	01 Feb 2024	31 Jan 2025	Energy					A F BEAZLEY
C240984	Amazon Inc	01 Feb 2024	31 Jan 2025	Energy					Liberty Syndicate
C240985	Amazon Inc	01 Feb 2024	31 Jan 2025	Energy					ACIS
C240988	Geoff Barden Direct Client Account	13 Feb 2024	12 Feb 2025	Brad's Commercial Combined					Lloyd's Central Settlement
C240990	Sausage Insurance	01 Feb 2024	31 Jan 2025	Material Damage (MD)					ACIS
C240991	Sausage Insurance	01 Feb 2024	31 Jan 2025	Material Damage (MD)					ACIS
C240993	Toby Jug Limited	01 Feb 2024	31 Jan 2025	Energy					Chubb Insurance Compar
C240994	Fred Bloggs	01 Feb 2024	31 Jan 2025	Energy					ACIS
C240995	Fred Bloggs	01 Feb 2024	31 Jan 2025	Energy					ACIS
C240996	Fred Bloggs	01 Feb 2024	31 Jan 2025	Energy					ACIS
C240997	Fred Bloggs	01 Feb 2024	31 Jan 2025	Energy					ACIS
C240998	Javier's Shipping Corporation	19 Feb 2024	18 Feb 2025	Commercial Combined (JRP)					JRP Cover 2024
C241002	Amazon Inc	01 Feb 2024	31 Jan 2025	Commercial Combined (JRP)					JRP Cover 2024
C241006	Test	21 Feb 2024	20 Feb 2025	ACIS CoB					JRP Cover 2024
C241007	Test	21 Feb 2024	20 Feb 2025	ACIS CoB					LA Cover 2020
C241008	ABC Insured Company	01 Mar 2024	28 Feb 2025	Commercial Combined (JRP)					JRP Cover 2024
C241009	Chedstow Newcastle Limited t/a Metro Inns Walsall	01 Mar 2024	28 Feb 2025	Commercial Combined (JRP)					JRP Cover 2024
C241010	NRLB Ltd and Brown and Mason Group Ltd	01 Mar 2024	28 Feb 2025	Excess Liability					A F BEAZLEY
C241011	ABC Insured Company	01 Feb 2024	31 Jan 2025	Energy					HDI Global Speciality SE
C241012	Biggin Hill Airport Insurance Test	01 Feb 2024	31 Jan 2025	ACIS CoB					Generali Espana
C241013	Biggin Hill Airport Insurance Test	01 Feb 2024	31 Jan 2025	ACIS CoB					Generali Esosana

Select Search Export Close

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Risks Not Debited (Risks menu)

This displays the risks relating to the search criteria which have not been debited.

Policies Not Debited results (111 records)

Policy No	Insured	Premium	Inc Date	Exp Date
C240600	GB Ledger balance check		09 Feb 2024	08 Feb 2025
C240615	XYZ Aviation Ltd		01 Feb 2024	31 Jan 2025
C240762	Sausage Insurance		01 Aug 2024	31 Jul 2025
C240808	Lopez		11 Oct 2024	10 Oct 2025
C240821	Various		01 Oct 2024	30 Sep 2025
C240844	Midland Leisure Ltd	37.40	30 Oct 2024	29 Oct 2025
C240850	Toby Jug Limited		03 Nov 2024	02 Nov 2025
C240930	XYZ Aviation Ltd		12 Oct 2024	11 Oct 2025
C240941	Able Finance Services		05 Jan 2024	04 Jan 2025
C240965	Fred Bloggs		30 Jan 2024	29 Jan 2025
C240974	ABC Insured Company		01 Feb 2024	31 Jan 2025

Export Close

Policies Due (Policies menu)

This report selects all open market policies which have not had policy documentation produced.

Policies Due for all Departments

Policy No	Insured	Inception Date	Expiry Date	Warranty date	Currency	Gross Premium	Account Handler
A150001	TEST	23 Mar 2015	22 Mar 2016		USD	1,500.00	GPMGB
A150002	test 1	03 Nov 2015	02 Nov 2016		USD	38,304.55	GPMGH
A160002	test 1	03 Nov 2016	02 Nov 2017		GBP	500.00	GPMGH
A160003	Hatton	21 Mar 2016	20 Mar 2017		GBP	715.08	GPMGB
A180006	Harold Smith X	01 Oct 2018	30 Sep 2019		GBP	9,975.00	DO
A180007	Harold Smith	01 Oct 2018	30 Sep 2019		GBP	205,000.00	JE
A180012	George Ryland	02 Nov 2018	01 Nov 2019				GPMGB
A180013	George Ryland	02 Nov 2018	01 Nov 2019		GBP	16,100.00	GPMGB
A180123	George Ryland	02 Nov 2018	01 Nov 2019		GBP	11,100.00	GPMGB
A190009	RK Harrison Insurance Brokers	18 Jun 2019	17 Jun 2020		GBP	100,000,000.00	GPMGB

Export Create Policy Documents Close

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Endorsements Due (Policies menu)

This lists all open market risks which have endorsements but endorsement documentation has not been produced through the Policy Control module.

Endorsements Due for all Departments									
Policy No	Insured	Inception Date	Expiry Date	End No	Effective Date	Ccy	Premium	Account Handler	
A150002	test 1	03 Nov 2015	02 Nov 2016	001		USD	38,304.55	GPMGH	
A160003	Hatton	21 Mar 2016	20 Mar 2017	001		GBP	-28,284.92	GPMGB	
A180008	George Ryland	02 Nov 2018	01 Nov 2019	001				GPMGB	
A180008	George Ryland	02 Nov 2018	01 Nov 2019	002				GPMGB	
A180008	George Ryland	02 Nov 2018	01 Nov 2019	003		USD	10,000.00	GPMGB	
A180012	George Ryland	02 Nov 2018	01 Nov 2019	001				GPMGB	
A200125	Harold Smith	01 Nov 2020	31 Oct 2021	001				SAME	
A210029	Sharon S Stanley	01 Jul 2021	30 Jun 2022	001		GBP	10,000.00	GPMGB	
A210029	Sharon S Stanley	01 Jul 2021	30 Jun 2022	002		GBP	1,000.00	GPMGB	
A220223	Harold Smith	01 Jul 2022	30 Jun 2023	001				TAP	

 Export

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Incomplete Policies (Policies menu)

This report selects risks where the policy has not been flagged as complete in the Policy Control screens.

Incomplete Policies				
Policy No	Insured	Inception Date	Expiry Date	
A180008	George Ryland	02 Nov 2018	01 Nov 2019	
C190037	Bin Laden test	15 Aug 2019	14 Aug 2020	
C200046	Thomas Jones	15 Jan 2020	14 Jan 2021	
C210189	ABC Insured Company	25 Nov 2021	24 Nov 2022	
C210206	Golf is Us	01 Dec 2021	30 Nov 2022	
C220358	Green King Brewery	26 Jul 2022	25 Jul 2023	
C220507	Sharon Stanley Test	25 Nov 2022	24 Nov 2023	
C230857	Javier's Shipping Corporation	06 Nov 2023	05 Nov 2024	
C240951	Pantheon Test Assured	01 Feb 2024	31 Jan 2025	
C241014	Pantheon Test Assured	01 Feb 2024	31 Jan 2025	

Export

Close

Incomplete Endorsements (Policies menu)

This report displays risks with endorsements which have not been flagged as complete in the Policy Control screens.

Incomplete Endorsements								
Policy No	Insured	Inception Date	Expiry Date	End No	Effective Date	Ccy	Premium	
A150002	test1	03 Nov 2015	02 Nov 2016	001	03 Nov 2015	USD	38,304.55	
A160003	Halton	21 Mar 2016	20 Mar 2017	001	31 Mar 2016	GBP	-28,284.92	
A180008	George Ryland	02 Nov 2018	01 Nov 2019	001	26 Sep 2019			
A180008	George Ryland	02 Nov 2018	01 Nov 2019	002	28 Oct 2019			
A180008	George Ryland	02 Nov 2018	01 Nov 2019	003	23 Aug 2019	USD	10,000.00	
A180012	George Ryland	02 Nov 2018	01 Nov 2019	001	28 Oct 2019			
A200125	Harold Smith	01 Nov 2020	31 Oct 2021	001	09 Nov 2020			
A220223	Harold Smith	01 Jul 2022	30 Jun 2023	001	23 Jan 2023			
A230225	Sharon S Stanley	22 Jan 2023	21 Jan 2024	001	26 Jul 2023	GBP		
C160009	Just Sleep	23 Feb 2016	22 Feb 2017	001	14 Jun 2016	GBP	75,000.00	

Export

Close

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Late Signings (Policies menu)

Open market risks within a given date range where the LPAN was produced after the underwriter due date.

Bureau	Policy No	Insured	Inception Date	Expiry Date	Uwtr Due	PAN/Closing Date	Transaction No	Net Bureau Premi
LLOYDS	C240978	ABC Insured Company	01 Feb 2024	31 Jan 2025	01 Feb 2024	08 Feb 2024	C240978001PM	9,600.0
LLOYDS	C241044	ABC INTERNATIONAL	14 Mar 2024	13 Mar 2025	01 May 2024	31 Jul 2024	C241044001PM	705.0
LLOYDS	C241044	ABC INTERNATIONAL	14 Mar 2024	13 Mar 2025	01 May 2024	31 Jul 2024	C241044001PM	385.0
LLOYDS	C241060	Geoff Barden Direct Client Account	16 Apr 2024	15 Apr 2025	01 Jun 2024	11 Jun 2024	C241060001PM	125.0
LLOYDS	C241196	Gooseberry Turtle	01 Sep 2024	31 Aug 2025	03 Nov 2024	20 Nov 2024	C241196001PM	16,560.0
LIRMA	C241196	Gooseberry Turtle	01 Sep 2024	31 Aug 2025	03 Nov 2024	20 Nov 2024	C241196001PM	460.0
LLOYDS	C241196	Gooseberry Turtle	01 Sep 2024	31 Aug 2025	03 Nov 2024	20 Nov 2024	C241196001PM	1,380.0
LIRMA	C241196	Gooseberry Turtle	01 Sep 2024	31 Aug 2025	03 Nov 2024	20 Nov 2024	C241196001PM	5,520.0
LLOYDS	C241197	Gooseberry Turtle	01 Sep 2024	31 Aug 2025	03 Nov 2024	20 Nov 2024	C241197001PM	4,600.0

Export Close

Premiums Paid (Policies menu)

Open market risks within a given date range where the LPAN or closing has not been produced and the client has paid.

Policy No	Insured	Inception Date	Expiry Date	Uwtr Due Date	Transaction No	Gross Premium	Underwriter
A210170	RK Hamson Insurance Brokers	16 Sep 2021	15 Sep 2022	18 Nov 2021	A210170001PM	100,000.00	LLOYDS
A240235	ABC Insured Company	01 Mar 2024	28 Feb 2025	03 May 2024	A240235001PM	1,000.00	LLOYDS
A240235	ABC Insured Company	01 Mar 2024	28 Feb 2025	03 May 2024	A240235002PM	3,000.00	LLOYDS
A240235	ABC Insured Company	01 Mar 2024	28 Feb 2025	05 Jun 2024	A240235003AP	4,000.00	LLOYDS
A240235	ABC Insured Company	01 Mar 2024	28 Feb 2025	05 Jun 2024	A240235004AP	4,000.00	LLOYDS
A240235	ABC Insured Company	01 Mar 2024	28 Feb 2025	05 Jun 2024	A240235005AP	1,000.00	LLOYDS
A240235	ABC Insured Company	01 Mar 2024	28 Feb 2025	03 May 2024	A240235006RP	-1,000.00	LLOYDS
A240235	ABC Insured Company	01 Mar 2024	28 Feb 2025	03 May 2024	A240235007RP	-3,000.00	LLOYDS
A240235	ABC Insured Company	01 Mar 2024	28 Feb 2025	05 Jun 2024	A240235008RP	-4,000.00	LLOYDS
A240235	ABC Insured Company	01 Mar 2024	28 Feb 2025	05 Jun 2024	A240235009RP	-4,000.00	LLOYDS

Export Create Policy Documents Close

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Unsigned Premiums (Policies menu)

Premiums created within a given date range where the LPAN or closing has not been produced.

Unsigned Premiums							
Policy No	Insured	Inception Date	Expiry Date	Uwtr Due Date	Transaction No	Gross Premium	Underwriter
C241194	Anvesaka Yoga & Aerial Stockton Ltd	19 Nov 2024	18 Nov 2025	21 Jan 2025	C241194003PM	100,000.00	HDI
C241194	Anvesaka Yoga & Aerial Stockton Ltd	19 Nov 2024	18 Nov 2025	21 Jan 2025	C241194004PM	100,000.00	UPMINT
C241194	Anvesaka Yoga & Aerial Stockton Ltd	19 Nov 2024	18 Nov 2025	21 Jan 2025	C241194005AP	25,000.00	UPMINT
C241194	Anvesaka Yoga & Aerial Stockton Ltd	19 Nov 2024	18 Nov 2025	19 Nov 2024	C241194006RP	-10,000.00	UPMINT
C241194	Anvesaka Yoga & Aerial Stockton Ltd	19 Nov 2024	18 Nov 2025	21 Jan 2025	C241194007PP	25,000.00	UPMINT
C241194	Anvesaka Yoga & Aerial Stockton Ltd	19 Nov 2024	18 Nov 2025	21 Jan 2025	C241194008PC	10,000.00	UPMINT
C241198	Geoff Barden Direct Client Account	20 Nov 2024	19 Nov 2025	22 Jan 2025	C241198001PM	100.00	LLOYDS
C241201	Futon Accountants Ltd	01 Sep 2024	31 Aug 2025	03 Nov 2024	C241201001PM	12,000.00	LLOYDS
C241201	Futon Accountants Ltd	01 Sep 2024	31 Aug 2025	03 Nov 2024	C241201001PM	5,000.00	ALLIANZ
C241206	Legend Transport Inc.	01 Feb 2024	30 Nov 2024	04 Apr 2024	C241206001PM	10,000.00	LIRMA

Export

Close

Current Months Brokerage (Reports menu, Brokerage Reports)

Brokerage for the current accounting month based on the criteria selected. The entries can be sent to Excel for analysis.

Brokerage forecast for June 2024											
Transaction Details											
Transaction	Date	Orig CCY	Original Amount	Sett CCY	Settlement Amount	Client Code	CoB	Producer	Acc Hldr	FC	
C241173002MD	05 NOV 2024	GBP	0	GBP	-100.00	C55555	AC	JB	NEWUSR	Nor	
C241173003PM	05 NOV 2024	GBP	0	GBP	-100.00	C55555	AC	JB	NEWUSR	Nor	
C241173004MD	05 NOV 2024	GBP	0	GBP	-200.00	C55555	AC	JB	NEWUSR	Nor	
C241173005PM	05 NOV 2024	GBP	0	GBP	-976.40	C55555	AC	JB	NEWUSR	Nor	
C241201001PM	26 NOV 2024	GBP	0	GBP	-3570.00	CA1234	CC	JB	NEWUSR	Nor	
C241219001PM	16 DEC 2024	GBP	0	GBP	-839.10	CA1236	MD	JB	NEWUSR	Nor	
C241219002RP	16 DEC 2024	GBP	0	GBP	141.60	CA1236	MD	JB	NEWUSR	Nor	
C241219003RP	16 DEC 2024	GBP	0	GBP	31.65	CA1236	MD	JB	NEWUSR	Nor	
R240118001PM	31 MAY 2024	GBP	0	GBP	-125.00	CA1234	PAR	JB	SAME	Nor	

<

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Currency Summary											
Original Currency	Original Total	Settlement Currency	Settlement Total	Gross Total	Gross Bkge Total						
CAD	0.00	CAD	-4,000.00	0.00	0.00						
EUR	0.00	EUR	-150.00	1,000.00	-200.00						
GBP	0.00	GBP	-594,670.42	4,996,829.22	-912,313.54						
INR	74,000.00	USD	762.89	-9,278.38	1,907.18						

Select

Export

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Brokerage by Period (Reports menu, Brokerage Reports)

Brokerage for a selected period and additional criteria entered. The entries can be sent to directly to Excel or displayed on screen.

Brokerage report

Transaction Details

Transaction	Date	Orig CCY	Original Amount	Sett CCY	Settlement Amount	Client Code	CoB	Producer	Acc Hldr
3MGTEST1AP	11 Jul 2024	CAD	0	CAD	-1000.00	CA1234 A1 Insurance Brokers			
3MGTEST1AP	11 Jul 2024	CAD	0	CAD	-1000.00	CA1234 A1 Insurance Brokers			
3MGTEST2AP	11 Jul 2024	CAD	0	CAD	-1000.00	CA1234 A1 Insurance Brokers			
3MGTEST2AP	11 Jul 2024	CAD	0	CAD	-1000.00	CA1234 A1 Insurance Brokers			
A230226001PM	25 Sep 2024	EUR	0	EUR	-150.00	CD0012 Sharon S Stanley	AIR		SAME
A210170001PM	26 Sep 2024	GBP	0	GBP	-12000.00	C00003 RK Hamson Insurance Brokers	AL	newusr	DO
C210206007PM	01 Oct 2024	GBP	0	GBP	-10000.00	CA1234 A1 Insurance Brokers	CPR...	NICK	SAME
C230842001PM	28 Aug 2024	GBP	0	GBP	-1000.00	C00001 Waldorf Associates	E	SAME	TP
C230905001PM	12 Sep 2024	GBP	0	GBP	-1750.00	Co0001 IGG Insurance	EL	newusr	BETH

Currency Summary

Original Currency	Original Total	Settlement Currency	Settlement Total	Gross Total	Gross Bkge Total
CAD	0.00	CAD	-4,000.00	0.00	0.00
EUR	0.00	EUR	-150.00	1,000.00	-200.00
GBP	0.00	GBP	-592,520.42	4,995,829.22	-912,013.52
INR	75,000.00	USD	773.20	-9,278.38	1,907.18

Select

Export

Close

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Brokerage by Country (Reports menu, Brokerage Reports)

This report displays transactions by risk territory for given criteria.

Brokerage By Country										
Transaction Details										
Transaction	Date	Orig CCY	Original Amt	Sett CCY	Settlement Amt	GBP Equivalent	Territory	CoB	Acc Per.	
C241108004AP	18 Jul 2024	GBP	0.00	GBP	-50.00	-50.00	Norway	CC	0624	
C241146001PM	16 Oct 2024	GBP	0.00	GBP	-125.03	-125.03	Norway	RI	0624	
C241146002PM	16 Oct 2024	GBP	0.00	GBP	-124.99	-124.99	Norway	RI	0624	
C241146003PM	16 Oct 2024	GBP	0.00	GBP	-124.99	-124.99	Norway	RI	0624	
C241146004PM	16 Oct 2024	GBP	0.00	GBP	-124.99	-124.99	Norway	RI	0624	
C240753001AP	23 Oct 2024	GBP	0.00	GBP	-15.00	-15.00	United Kingdom	CCC	0624	
C240753002RP	23 Oct 2024	GBP	0.00	GBP	15.00	15.00	United Kingdom	CCC	0624	
C240753003AP	23 Oct 2024	GBP	0.00	GBP	-15.00	-15.00	United Kingdom	CCC	0624	
C240753004RP	24 Oct 2024	GBP	0.00	GBP	37.50	37.50	United Kingdom	CCC	0624	
Territory Summary										
Territory	Original Currency	Original Total	Settlement Currency	Settlement Total	GBP Equivalent	Gross Total	Gross Bkge			
Australia	GBP	0.00	GBP	-2,037.50	-2,037.50	8,950.00	-2,037.50			
Bermuda	GBP	0.00	GBP	-30,000.00	-30,000.00	100,000.00	-30,000.00			
Greece	EUR	0.00	EUR	-150.00	-120.00	1,000.00	-120.00			
Norway	GBP	0.00	GBP	-124.99	-124.99	1,000.00	-124.99			
United Kingdom	GBP	0.00	GBP	15.00	15.00	1,000.00	15.00			
Select Export Close										

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Brokerage Year on Year (Reports menu, Brokerage Reports)

This report displays for policies within a given date range and department, the brokerage and premium figures compared to the previous year's policy.

Brokerage Year On Year

Start Period: June 2023 End Period: June 2024 Department: All

Account Code	Client Folder	Account Name	Policy Number	Cob	Renewal Date	Last Year Inc Date	New Inc Date	Insured
CA0001	A1 Insurance Ag...	A1 Insurance Agencies	C230374	CC	01 Aug 2024	01 Aug 2022	01 Aug 2023	Green King Brewery
CA1234	A1 Insurance Bro...	A1 Insurance Brokers	C230532	MD	01 Dec 2024	01 Dec 2022	01 Dec 2023	Toby Jug Limited
CA0002	A0002	Anderson	C230687	MCC	01 Jul 2024	01 Jul 2022	01 Jul 2023	Anderson
CB0003	Hargrave Insuran...	Hargrave Insurance Brokers	C240598	E	01 Jan 2025	01 Jan 2023	01 Jan 2024	Daisy Smith
CGB002	GB002 Account	Geoff Barden Direct Client Account	C240604	CC	10 Feb 2025	10 Feb 2023	10 Feb 2024	Geoff Barden Direct Cl
CA1234	A1 Insurance Bro...	A1 Insurance Brokers	C240976	GL	01 Jan 2025	10 Feb 2023	01 Jan 2024	Amazon Inc

OK Export Close

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Brokerage New Business (Reports menu, Brokerage Reports)

This report lists policies incepting and first premium debited within a given date range and department.

Brokerage New Business

Start Period: June 2024 End Period: June 2024 Department: All

Account Name	Account Code	Assured	Processing Date	Cob	Policy Number	Orig Ccy	Orig Premium	Orig Gros
Just Sleep	CJUSEP	Just Sleep	25 Sep 2023	MD	C230798	GBP	10,000.00	
A1 Insurance Agencies	CA0001	ABC Insured Company	28 Sep 2023	EL	C230803	GBP	12,000.00	
A1 Insurance Agencies	CA0001	Valor Victoria, LTD.	10 Jun 2024	E	C241098	GBP	1,000.00	
A1 Insurance Agencies	CA0001	Green King Brewery	14 Jun 2024	MD	C241099	GBP	1,970.00	
A1 Client Account	CA1CL2	Amazon Inc	17 Jun 2024	EL	C241100	GBP	7,000.00	
Geoff Barden Direct Client Account	CGB002	Geoff Barden Direct Client Account	27 Jun 2024	AC	C241101	GBP	100.00	
A1 Client Account 2	CA1CL2	Valor Victoria, LTD.	30 May 2024	PAR	R240114	GBP	35,000.00	
A1 Insurance Agencies	CA0001	Toby Jug Limited	13 Jun 2024	BI	R240122	GBP	60,479.07	
Agent 1	CA1236	ABC Insured Company	20 Jun 2024	BI	R240124	GBP	1,250.00	
A1 Insurance Agencies	CA0001	Legend Transport Inc.	24 Jun 2024	PAR	R240126	GBP	1,000.00	
Agent 1	CA1236	ABC Insured Company	24 Jun 2024	BI	R240127	GBP	1,000.00	
The Ten Broker Network	CTENNW	Windows Eleven Inc	27 Jun 2024	BI	R240134	MEX	100,000.00	
A1 Insurance Brokers	CA1234	Long Inc	28 Jun 2024	PAR	R240135	GBP	25,000.00	
A1 Insurance Brokers	CA1234	Long Inc	02 Jul 2024	PAR	R240136	GBP	7,000.00	

OK Export Close

Premium Report (Reports menu, Brokerage Reports)

Premiums or return premiums for a selected period and department based on the criteria entered. The results of the search are displayed in Excel.

Premium Reports

Start Period: June 2024 End Period: June 2024 Department: All

Reports

Lapsed Report ☐ Premium Report ☒ Not Renewed Report ☐

Agent Report ☐ Third Party Report ☐

OK Close

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Broker Commission Report (Reports menu, Brokerage Reports)

This report lists premium, brokerage and commission details for all transactions within the report filters. The results are output in Excel.

All Broker Commission Report (Reports menu, Brokerage Reports)

This report lists premium, brokerage and commission details for all transactions within the report filters based on the content of the main brokerage account. The report outputs a separate row for each type of income on a transaction. The results are output in Excel.

5.3. User Defined Reports

This function enables users to create their own reports which can be saved and re-used. Users who have access to the facility can run all the reports saved. Selection of this option displays a list of existing saved user-defined reports.

Query Processor

Name	Description
Brokerage.Report2	Premium & Brokerage for all transactions
Bureau	
COMPANYLIST	LIST OF ALL NON BUREAU COMPANIES
COVER_DEC	BORDEREAU
CSP Premium	
Claim Details	
Claims Direct Payments	
Claims Open	
ClaimsSummary	
Client Register	
Client listing	Client list by date added
Client records	
ClientAccounts	Listing of client account codes added after a date

Process

Edit

New

Delete

Rename

Copy

Close

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When creating a new report, firstly select the table the report is based on.

Report Generator

File

Tables Filters Sort Options

Query Type
SELECT

Tables

- BORDERAUX
- CANDR
- CLAIM.MOVEMENTS
- CLAIM.TRACKING
- CLAIMS
- CLAIMS.DIRECT.PAYM
- COBS
- DIARY
- DOCUMENTS
- ENDORSEMENTS
- ENDORSEMENTS.EMF
- EXCESS.FILE
- LAPSED.POLICIES
- LEDGER**
- NAMES
- NAMES.AUDIT
- POLICY
- POLICY.SECTIONS

Available Fields

- 121-182DAYS
- 121-OLDER
- 13.MONTHS
- 150DAYS
- 152-304DAYS
- 180DAYS
- 182-OLDER
- 183-273DAYS
- 183-365DAYS
- 274-365DAYS
- 305-455DAYS
- 30DAYS
- 31-120DAYS
- 31-60DAYS
- 31-90DAYS
- 360DAYS
- 366-547DAYS
- 366-OLDER
- 456-OLDER
- 547-OLDER
- 60-89DAYS
- 60DAYS
- 61-120DAYS
- 881-OLDER

Selected Fields

- ☒ BANK.ACCOUNT
- ☐ TRANSACTION.MATCH.DATE
- ☐ TRANSACTION.REFERENCE
- ☐ CLIENT.ACCOUNT.CODE.AND.NAME
- ☐ CCY
- ☐ CASH.BOOK.AMOUNT

Move Up Move Down

Preview SQL Sample Save Close

Selecting the table will result in the available fields within that table being displayed. To select the fields for output either double-click or click once to select and press the right arrow button. The selected fields on the right-hand pane will appear in the final report in the order shown. The Move Up and Move Down buttons can be used to change the order.

Numeric fields can be totalled and text fields selected for grouping by clicking to tick the box next to the field name. In the report above the report will output the data grouped by client code and will show the gross premium totalled by client.

Filters can be applied to the report as shown below. It is advisable to enter criteria in either single or double quotes and dates in the format shown. Entering the criteria between chevrons will result in the system prompting entry of the criteria when running the report.

To output data before deciding on the criteria, the 'Number of records to sample' option is a useful one to limit the records output.

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Report Generator

File

Tables

Filters

Sort

Options

WITH	BANK.ACCOUNT	<>	""
WITH	MATCH.DATE	=>	"01/03/2012"
WITH	CCY	=	"EUR"

Sample Data

Pre-stored Select list

Number of records to sample:

Pre-process command name:

Post-process command name:

Preview SQL

Sample

Save

Close

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Sort criteria can be entered. Fields chosen for sorting do not necessarily need to be selected for output for the report.

Report Generator

File

Tables Filters Sort Options

Sort type	Field Name
BY	ACCOUNT.CCY

Preview SQL Sample Save Close

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Other options including setting a header and footer can be set. The 'Suppress Keys' option is useful particularly when using the LEDGER table as by default the record keys are output on reports.

Report Generator

File

Tables Filters Sort Options

Description:

Header:

Footer:

Suppress Keys: ☐

Suppress Detail: ☐

Suppress Column Headings: ☐

Preview SQL Sample Save Close

The query will need to be saved and ibs will prompt for entry a report name.

The results of running a user defined report are output in Excel.

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6. System Parameters

The System Parameters function contains high-level parameters settings that operate across all departments.

The Company Details tab displays the customer name and address details. These details are available to output on various documents. These details can only be amended by gpm.

System Parameters

Company Details

Accounts

Options

Passwords

Company Name:

GPM Development Ltd

Address Line 1:

6th Floor

Line 2:

AMP House

Line 3:

Dingwall Road

Line 4:

Croydon

Line 5:

Surrey

Post Code:

CR0 2LX

Telephone No:

020 8686 9400

Facsimile No:

020 8686 9499

E-Mail:

gpm@gpmdev.co.uk

Broker Pseudonym:

GPM

Broker Number:

266

Save

Close

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The Accounts tab contains the current Accounting Period, End of Year and other accounting information. The Statement and Remittance addresses can be amended.

System Parameters

Company Details Accounts Options Passwords

Current Period: June 2024 End of Year: December

Statement Logo File: G:\livedocs\Templates\gpm small.gif

Statement Address 1: DINGWALL ROAD

Line 2: London, CR0 2LX

Line 3: Telephone 020 7510 1234

Line 4: Facsimile 020 7510 1134

Line 5: gpm@gpmdev.co.uk

Post Code: gpm@gpmdev.co.uk

Remittance Address 1: GPM Development

2: 6th Floor, AMP House

3: Dingwall Road

4: Croydon

5: Surrey

Post Code: CR0 2LX

Booked Brokerage A/C: PLB001

Realised Brokerage A/C: PLB003

Ledger Update by Dept: ☒

Separate Claim Ledger Update: ☐

Dun's No: 123

Bureau Details

Lloyd's

Central Settlement Accounts: ULL001

Contra Accounts: ULL002

ILU

ULI001

ULI002

LIRMA

ULP001

ULP002

Lloyd's Clients

CLL699

CLL700

Terms of Credit

Clients: 30

Insurers: 63

Save Close

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The Options tab displays some of the system parameters and pathnames for user manuals, inFOCUS HUB and CSV/PowerBI data export locations.

System Parameters

Company Details Accounts **Options** Passwords

Document Directory: G:\

Document Storage Structure: By Department by Client by Policy

System Options:

Parameter Name	Value
AMEND.CLIENT	Y
BASE.CURRENCY	GBP
CASH.OVERDUE.CHECK	20
CLASS.CLAIMS	Y
CLIENT.ENQ.ALPHA	
CLIENT.REF.MANDATORY	
DEFAULT.ACCOUNT.HANDLER	
DEFAULT.CURRENCY	GBP

Edit

User Manual Pathnames

Accounts: G:\MANUALS\AccountsManual.pdf

Front End: G:\MANUALS\WindowsFrontEndManual1.pdf

Quotes: G:\MANUALS\QUOTE MANUAL.pdf

Risks: G:\MANUALS\RISK MANUAL.pdf

Policy Documents: G:\MANUALS\POLICY WORDING.pdf

Claims: G:\MANUALS\CLAIMS MANUAL.pdf

Enquiry: G:\MANUALS\ENQUIRY MANUAL.pdf

Renewals: G:\MANUALS\RENEWALS MANUAL.pdf

Administration: G:\MANUALS\IBS GETTING STARTED.pdf

Csv Files Location: Create Csv Files

\\10.136.215.99\IBS-PowerBI_data\GPMDEMO

Infocushub URL: https://infocushub.uat.gpmdev.cloud/

Insight URL: https://app.powerbi.com/groups/me/dashboards/7b64e6da-8a66-49fb-8ed

Save Close

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The Passwords tab enables update to the default passwords in the system. The passwords are used as described below.

System Parameters

Company Details Accounts Options Passwords

Month End Password
Current:
New:
Confirm:

Unlock Account Password
Current:
New:
Confirm:

User Passwording
☒ Passwording Enabled
It is recommended that passwording is enabled on the live system but may be disabled for testing purposes on the test system.

Unlock Policy Password
Current:
New:
Confirm:

System Administrator Password
Current:
New:
Confirm:

Unlock Unmatched LPAN Password
Current:
New:
Confirm:

Funding Password
Current:
New:
Confirm:

Policy Deletion Password
Current:
New:
Confirm:

Password Options
☒ Save Password ☒ Auto sign in

Save Close

Month End:	Required to run the month end.
Unlock Policy:	Unlocks the market on a risk once a debit note has been processed.
Funding:	Required when funding an entry in the accounts module.
Unlock Account:	Authorises use of an account with security settings.
System Administrator:	Enables access to the System Parameters (also Accounts, Options, Statement Options), List Users and Clear Accounts Users screens.
Policy Deletion:	Required to delete a policy that has not been debited.
Unlock Unmatched LPAN:	Used with the delinking LPANs option.

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7. System Administrator Passwords

The default system passwords are as follows:

Month End:	bacon
Unlock Policy:	a
Funding:	UFP
Unlock Account:	UAP
System Administrator:	SAP
Policy Deletion:	irrg
Unlock Unmatched LPAN:	MLP

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8. User Resetting

8.1. Unlocking and Logging Out Users

Select **List Users** from the **Admin** menu. The system administrator password is required to proceed.

Current Universe Users					
There are 6 users logged on					
	User Name	Process	Log on	Log on	Log out/Unlock
	NT AUTHORITY\SYSTEM	uvsmm:5148	Dec 7	09.28	
	NT AUTHORITY\SYSTEM	phantom:4292	Dec 7	09.28	
*	GPMHALO\same	uvcs:5700	Jan 3	10.04	
	GPMHALO\GPM-Task	uvcs:1340	Dec 11	02.47	
	GPMHALO\jarvis	telnet:1416	Jan 2	12.38	
	GPMHALO\sharons	uvcs:2848	Jan 3	10.01	

Refresh

Logout User

Unlock User

Export

Close

The current users' session is marked with an asterisk.

To log out or unlock a user, double-click their name in the grid. An X will appear in the Log out/Unlock column. Select the appropriate option. A message will be displayed asking for confirmation to proceed and that the action has completed.

8.2. Clearing Accounts Users

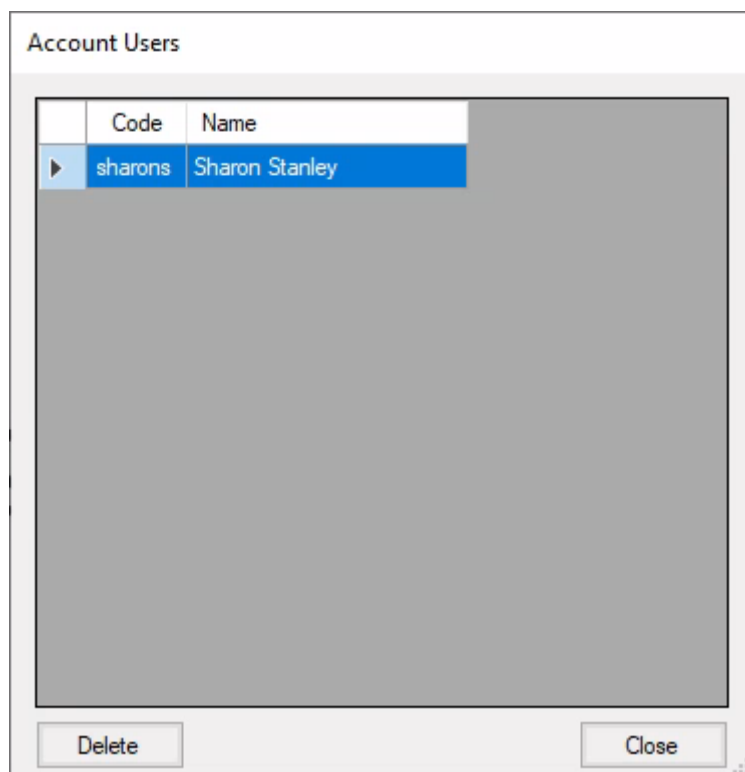
This option is for use when users are no longer logged into the Accounts module but the month end procedure cannot run because sessions have been retained in the system. Before proceeding, please ensure the user being cleared from the Accounts system has logged out of ibs completely.

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Select **Clear Account System Users** from the **Admin** menu. The system administrator password will be required in order to proceed.



Select the name of the user to be removed and press the **Delete** button. The user will be removed.

When closing the screen, select Yes to save changes.

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APPENDIX A - Reporting Fields

Quotes Table

This table stores all new business and renewal quotes including those converted to firm order.

ACCOUNT.EXECUTIVE	Account executive code.
ACCOUNT.EXECUTIVE.NAME	Account executive name.
ADMIN.FEE.AMT	Admin fee amount entered in the Sums Insured screen.
AGT.COMM	Broker/client commission percentage entered on Sums Insured screens.
ASSURED	Assured name
ASSURED.CODE	Assured code.
BKGE	Total brokerage percentage entered on Sums Insured screens.
CLIENT.ACCOUNT.CODE	Agent or direct client code.
CLIENT.NAME	Name of the client/agent.
COB	Class of Business code.
CONDITIONAL.QUOTE	Has a value of 'Y' if true.
COVER.COBS	Class(es) of business of cover(s).
COVER.PERCENTAGES	Cover percentage(s).
COVERS	Code(s) of cover market.
DEPARTMENT.CODE	Department code of the quote.
DEPT.DESC	Department name.
DETAILS	'Details' field on the quote screen.
EXPIRY.DATE	
INCEPTION.DATE	
LEAD.REINSURER	Lead insurer name.
MASTER.POLICY.NO	Lineslip policy number.
POLICY.FEE.AMT	Policy fee amount entered on Sums Insured screens.
POLICY.NUMBER	The firm order number the quote has been converted to. When filtering, use WITH POLICY.NUMBER = " to exclude quotes converted to firm order.
PREMIUM	Premium entered on the main quote screen.
PREV.POLICY.NO	Previous policy number for renewal quotes. Use a filter of WITH PREV.POLICY.NO = " to exclude renewal quotes and display only new business quotes.
PRODUCER	Producing Broker.
QUOTE.NO	Quote reference.
RE	'Re' field.

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RETAINED.BKGE	Retained brokerage percentage entered on Sums Insured screens.
RETAINED.BKGE.AMT	Retained brokerage amount calculated from the quote premium entered.
TAKEN.DATE	Date quote was created.
THIRD.PARTY.COMMISSION	Third party percentage(s)
TIME.TAKEN	Time quote was createc.

Ledger Table

When entries have been updated to the ledger they are available for reporting on the LEDGER table.

ACCOUNT	Account code
AMOUNT	Settlement amount
BKGE.IN.SETTLEMENT.CURRENCY	Brokerage in settlement currency
BROKERAGE	Brokerage amount
CAR.FLAG	Cancel and replace flag, either 1 or blank
CCY	Settlement currency
CLIENT.DUE	Client due date
COMMISSION	Third party commission amount
CURR	Original currency
DATE.POSTED	Date transaction posted to the ledger
DATE.REV1	Ledger period in YYYYMM format, used for selecting a date range
DEPT.CODE	Department code
DEPT.NAME	Department name
DRCR	Transaction reference
GROSS.PREMIUM	Gross premium
MATCH.DATE	Match date
MATCH.PERIOD	Match period
MATCHED	Matched indicator (Y or N)
MATCHING.NO	Matching number
MONTH.YR	Ledger period in MMY format e.g. 0414
NARR	Ledger narrative
ORIG.AMOUNT	Original currency amount
OS.STG	Outstanding amount in Sterling
OTHER.SIDE.PAID	Other side paid (Y or O)
OUTSTANDING	Outstanding amount (sum of AMOUNT + AMOUNT.PAID)
PAYABLE	Payable amount
PERIOD.YEAR	Accounting year
SETT.AMOUNT	Settlement amount
SUB.DIVISION	Sub division code
SUB.DIVISION.DESC	Sub division description
TB.BASE.EQUIV	Sterling equivalent as output on TB

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TERRITORY.DESC
TRANS

Territory from the risk
Transaction type:

- 1 Premiums
- 2 Return premiums
- 4 Signing messages
- 5 Claims
- 8 Cash
- 9 Journals

UWTR.DUE

Underwriter due date

Underwriters

This table provides information on transactions processed at syndicate level. Transactions do not have to be updated to the ledger before being available in this table.

ACCOUNT.HANDLER	Account Exective on the risk
ASSURED	Assured from the risk
BKGE.PER	Brokerage percentage
BROKER	Producing broker from the risk
CLASS.OF.BUSINESS.CODE	Class of business code
CLASS.OF.BUSINESS.DESCRPTION	Class of business description
CLIENT.ACCOUNT.CODE	Client account code
CLIENT.ACCOUNT.CODE.AND.NAME	Client account code and name
CLIENT.DUE.DATE	Client due date
CLIENT.FULL.NAME	Client full name
CLIENT.OUTSTANDING	Client outstanding amount
COMMISSION.PERCENTAGE	Client/agent commission percentage
DEPARTMENT.CODE	Department code
DEPARTMENT.NAME	Department name
DRCR	Transaction reference
EFFECTIVE.DATE.ON.PREMIUM	Effective date entered on the transaction
EXPIRY.DATE	Expiry date of the risk
GBP.ROE	Rate of exchange into Sterling
INCEPTION.DATE	Inception date of the risk
INSURED.ADDRESS	Insured address from the risk
INSURED.NAME	Insured name from the risk
INSURER.CODE	Insurer code
INSURER.NAME	Insurer name
INSURER.TYPE	Insurer type
LEDGER.PERIOD	Ledger period in MMY format
LEDGER.PERIOD.REVERSE.SORT	Ledger period in YYYYMM format
NEW.RENEWAL	Displays 'RENEWAL' if risk has been renewed, otherwise 'NEW'
ORIG.CCY	Original currency
ORIG.CLIENT.NET	Net client figure in original currency

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ORIGINAL.BROKERAGE	Brokerage in original currency
ORIGINAL.CLAIM.AMOUNT	Claim amount in original currency
ORIGINAL.COMMISSION	Client/agent commission in original currency
ORIGINAL.CURRENCY	Original currency
ORIGINAL.GROSS.PREMIUM	Gross premium in original currency
ORIGINAL.NET.PREMIUM	Net premium to underwriter (minus tax) in original currency
POLICY.NUMBER	Policy number
POSTED.DATE	Date the entry was posted to the ledger
PRODUCER.NAME	Name of producing broker from the risk
RENEWAL.IND	Renewable indicator from the risk
SETT.CCY	Settlement currency
SETT.CLIENT.NET	Client net amount in settlement currency
SETTLEMENT.BROKERAGE	Brokerage in settlement currency
SETTLEMENT.CLAIM.AMOUNT	Claim amount in settlement currency
SETTLEMENT.COMMISSION	Client/agent commission in settlement currency
SETTLEMENT.GROSS.PREMIUM	Gross premium in settlement currency
SETTLEMENT.NET.PREMIUM	Net premium to underwriter (minus tax) in settlement currency
SIGNED.LINE	Signed line as a percentage
SLIP.BKGE	Retained brokerage on the risk as a percentage
SLIP.COMM	Total brokerage on the risk as a percentage
SUB.DIVISION	Sub division code
SUB.DIVISION.DESC	Sub division description
SUM.INSURED	Sum insured of the risk
SUM.THIRD.PARTY.PERCENTAGE	Total third party percentage
TOTAL.BROKERAGE.PERCENTAGE	Total brokerage percentage
TOTAL.Orig.THIRD.PARTY	Total third party amount in original currency
TOTAL.ORIGINAL.BROKERAGE	Gross brokerage in original currency
TOTAL.ORIGINAL.TAX.AMOUNT	Tax in original currency
TOTAL.SIGNED.LINES	Total signed lines on the risk
TRANSACTION.REFERENCE	Transaction reference
UWTR.ACCOUNT.CODE	Insurer account code
UWTR.COUNTRY.OF.ORIGIN	Insurer country of origin
UWTR.GROSS	Insurer gross in original currency
UWTR.OUTSTANDING	Insurer outstanding amount

Policy

Some of the risk information. Section details are available in the POLICY.SECTIONS (SLIP.FILE) table, sums insured details in the WP.SLIPS table.

ACCOUNT.HANDLER	Account executive on risk
DISTANCE.MKT.RULES	Distance marketing rules
EXPIRY.DATE	Expiry date

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FSA.CATEGORY	FCA category
FSA.CLIENT.CLASS	FCA client classification
INCEPTION.DATE	Inception date
LONG.SHORT.TAIL	Long/short tail
PERIOD	Policy period
POLICY.NO	Policy number
PRODUCER	Producing broker
QUOTE.NO	Quote number
RENEWAL.DATE	Renewal date
SELLING.METHOD	Selling method
TERRITORY	Territory code on the risk

Other commonly used reporting tables

ACCOUNTS.HISTORY
CLAIMS
LAPSED.POLICIES
MARKET
NAMES
POLICY.SECTIONS
PREMIUMS
RENEWALS
SETTLEMENTS
WORD.XFR
WP.SLIPS

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APPENDIX B – User Permissions

General

Enquiries	Access to Search menu and Client Search shortcut
Input/Amend Quotes	Access to Quotes menu and Quote Search shortcut
Input/Amend Firm Orders	Access to Risks menu and Risks shortcut
Process Renewals	Access to Renewals menu and Renewals shortcut
Policy Documents	Access to Policies menu and Policy Search shortcut
Input/Amend Claims	Access to Claims menu and Claim Search shortcut
Produce Bordereaux	Access to Bordereau Production options on Policies menu
System Administrator	Access to Admin -> Table Files menu
Change Department	Access to quotes, risks and claims for all Departments
System Parameters	Access to Admin -> System Parameters menu item
Produce Claim Bordereaux	Access to Claim Bordereaux Production menu item
Underwriter Due Dates	Access to Underwriter Due Dates option within a risk
Delete NTUD Quotes	Access to Quotation Deletion menu item
Non-Client Accounts	Access to select on-client accounts on Client Search shortcut
JB Authorisation	Access to INIT (initials) field within Jeweller's Block risk
Override Rate of Exchange	Access to Rate of Exchange on premium
Change Status	Access to Change Status on Amend Renewals function
Premium Processing	Access to Premium Processing within a risk
Produce Lineslips	Access to Lineslip Production options on Policies menu
Policy Deletion	Access to Admin -> Policy Deletion menu item
Account Codes	Access to Admin -> Technical -> Account Codes menu item
Assured Account Codes	Access to Create/Amend Assured within quote and risk
Delete Claim	Access to File -> Delete menu item in Claim
Fee Access	Access to Admin -> Table Files -> Financial -> Fee Accounts menu item
Claims Enquiry	Access to Claims in enquiry mode

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Accounts

Accounts Module	Access to Accounts menu and Accounts shortcut
Ledger Update	Access to Ledger Update function
Claim Ledger Update	Access to Ledger Update function on Claims menu
Allocations	Access to Transactions -> Allocations menu item and Allocations shortcut
Receipts	Access to Cashbook -> Receipts menu item and Receipts shortcut
Payments	Access to Cashbook -> Payments menu item and Payments shortcut
Journals	Access to Journals shortcut
Manual Debit/Credit Notes	Access to Transactions -> Debit Note and Credit Note menu items
Brokerage Realisation/Acct	Access to Period End Procedures -> Brokerage Realisation and Account Consolidation menu items
Bank Reconciliation	Access to Cash Book -> Bank Reconciliation menu item
Update Rates of Exchange	Access to Period End Procedures -> Rate of Exchange Update
Mark Items as Disputed	Access to Transactions -> Mark Disputed Items menu item
Month End	Access to Period End Procedures -> Period End
Year End	Access to Period End Procedures -> Year End
Signing Messages	Access to Signing Messages menu
Prevent Transactions	Access to Options -> Prevent Entry of Transactions menu item
Multiple Cash References	Access to deselect Multiple Cash Book References function on processing a Receipt
Ledger De-Allocation	Access to De-Allocation function on Allocation Enquiry

Reports

Quote Reports	Access to Quotations report on Quotes and Reports menus
Brokerage Reports	Access to Reports -> Brokerage menu
Policy Reports	Access to Policies -> Reports menu
Underwriter Statistics	Access to Reports -> Underwriter Statistics menu item
Diary Report	Access to Diary -> Diary Report menu item
Tracking Reports	Access to Reports -> Tracking menu
Run User Defined Reports	Access to run User Defined Reports
Edit User Defined Reports	Access to edit User Defined Reports

Acct Reports

Transaction Enquiry	Access to Search -> Transaction Search menu item and Reports -> Daily Enquiry Reports -> Transaction Enquiry menu item
Ledger Display	Access to Reports -> Daily Enquiry Reports -> Ledger Display menu item
Ledger Prints	Access to Reports -> Daily Enquiry Reports -> Ledger Prints menu item
Statements	Access to Reports -> Period End Reports -> Statements menu item
Cashbook reports	Access to Cash Book -> Reports menu
Unmatched Cash	Access to Reports -> Daily Enquiry Reports -> Unallocated Cash menu item

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Premium Warranties	Access to Reports -> Daily Enquiry Reports -> Premium Payment Warranty menu item
Client Balances	Access to Reports -> Period End Reports -> Ledger Balances menu item
Audit Trail	Access to Reports -> Daily Enquiry Reports -> Audit Trail menu item
Aged Debtors/Creditors	Access to Reports -> Period End Reports -> Aged Debtors and Aged Creditors menu items
FRS 5	Access to Reports -> Period End Reports -> FRS 5 menu item
Monthly Cash Allocation	Access to Reports -> Period End Reports -> Monthly Cash Allocation menu item
Overdue Cash Check	Access to Overdue Cash Check function on entry to Accounts module
Trial Balance	Access to Reports -> Period End Reports -> Trial Balance menu item
Statistics	Access to Reports -> Period End Reports -> Statistics menu
Funding	Access to Reports -> Daily Enquiry Reports -> Funding menu item
Disputed/Suppressed items	Access to Reports -> Daily Enquiry Reports -> Suppressed/Disputed Premiums menu item

Table Files 1

Class of Business	Access to Admin -> Table Files -> Technical -> Class of Business menu item
COB (Groups)	Access to Admin -> Table Files -> Technical -> Class of Business Groups menu item
Endorsement Cobs	Access to Admin -> Table Files -> Technical -> Endorsement Class of Business menu item
Taxes	Access to Admin -> Table Files -> Technical -> Taxes menu item
Covers	Access to Admin -> Table Files -> Technical -> Covers menu item
Policy Wordings	Access to Admin -> Table Files -> Technical -> Policy Wordings menu item
Clauses	Access to Admin -> Table Files -> Technical -> Clauses menu item
Risk Codes	Access to Admin -> Table Files -> Technical -> Risk Codes menu item
Currencies	Access to Admin -> Table Files -> Financial -> Currencies menu item
Bank Accounts	Access to Admin -> Table Files -> Financial -> Bank Accounts menu item

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**Table Files 2**

Departments	Access to Admin -> Table Files -> Administration -> Departments menu item
Account Handlers	Access to Admin -> Table Files -> Administration -> Account Executive on Risk menu item
Producing Brokers	Access to Admin -> Table Files -> Administration -> Producing Brokers menu item
Account Executives	Access to Admin -> Table Files -> Administration -> Account Executive on Client menu item
Credit Controllers	Access to Admin -> Table Files -> Administration -> Credit Controllers menu item
Task Brokers	Access to Admin -> Table Files -> Administration -> Task Brokers menu item
Users	Access to Admin -> Table Files -> Administration -> Users menu item
Geographic Areas	Access to Admin -> Table Files -> Administration -> Geographic Areas menu item
Nationalities	Access to Admin -> Table Files -> Administration -> Nationalities menu item
Letter Groups	Access to Admin -> Table Files -> Administration -> General Letter Templates -> Document Groups (Level 1) menu item
Letter Templates	Access to Admin -> Table Files -> Administration -> General Letter Templates -> Document Templates (Level 2) menu item
Security Status Codes	Access to Admin -> Table Files -> Administration -> Security Status Codes menu item
Terrorism Zones	Access to Admin -> Table Files -> Administration -> Terrorism Zones menu item
Territorial Limits	Access to Admin -> Table Files -> Administration -> Territorial Limits menu item
Limit Bases	Access to Admin -> Table Files -> Administration -> Limit Bases menu item
Excess Bases	Access to Admin -> Table Files -> Administration -> Excess Bases menu item
Quotation Source	Access to Pipeline field on quote
Time Zones	Access to Admin -> Table Files -> Administration -> Time Zones menu item
Producer	Access to Admin -> Table Files -> Administration -> Placing Brokers menu item
Status	Access to Admin -> Table Files -> Administration -> Quotation Status menu item
Reasons	Access to Admin -> Table Files -> Administration -> NTU Reasons menu item

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**Table Files 3**

Claim Types	Access to Admin -> Table Files -> Claims -> Types menu item
Claim Status	Access to Admin -> Table Files -> Claims -> Claim Status menu item
Claim Templates	Deprecated
Claim Headings	Access to Admin -> Table Files -> Claims -> Claim Headings menu item
Letter Templates	Access to Admin -> Table Files -> Renewals -> Renewal Letter Templates menu item
Letter Sequence	Access to Admin -> Table Files -> Renewals -> Letter Sequences menu item
Lapsed Reason	Access to Admin -> Table Files -> Renewals -> Lapsed Reasons menu item
Proposal Forms	Access to Admin -> Table Files -> Renewals -> Proposal Forms menu item
Auto Renewals	Access to Renewals -> Auto Renewals menu item
Household Schemes	Access to Admin -> Table Files -> Household -> Schemes menu item
Household SI Quals	Access to Admin -> Table Files -> Household -> Sums Insured Qualifiers menu item
Household Geog Limits	Access to Admin -> Table Files -> Household -> Geographic Limits menu item
Commercial Schemes	Access to Admin -> Table Files -> Commercial -> Schemes menu item
Commercial Categories	Access to Admin -> Table Files -> Commercial -> Category Codes menu item
Reinsurance Bases	Access to Admin -> Table Files -> Reinsurance -> Reinstatement Bases menu item
Adjustment Bases	Access to Admin -> Table Files -> Reinsurance -> Adjustment Bases menu item
Default Conditions	Access to Admin -> Table Files -> Professional Indemnity -> Defaults and Conditions menu item
Professions	Access to Admin -> Table Files -> Professional Indemnity -> Professions menu item
Legal Jurisdiction	Access to Admin -> Table Files -> Professional Indemnity Legal Jurisdiction menu item

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