



Slide 1

Slide notes: In this tutorial we demonstrate how we process a Policy Premium Receipt.

IES Navigator Client v8.16 : Macbook IES : [mode-Z]

Help Submit Quit Functions Commands

Pay Policy Premium

Receipt Account	
Insurance-Customer	
Policy	--
Currency	USD, B
Amount	
Other Charge	
Descr (2nd Amount)	
Receipt Amount	
Narrative	Receipt
Period	

Print Receipt?

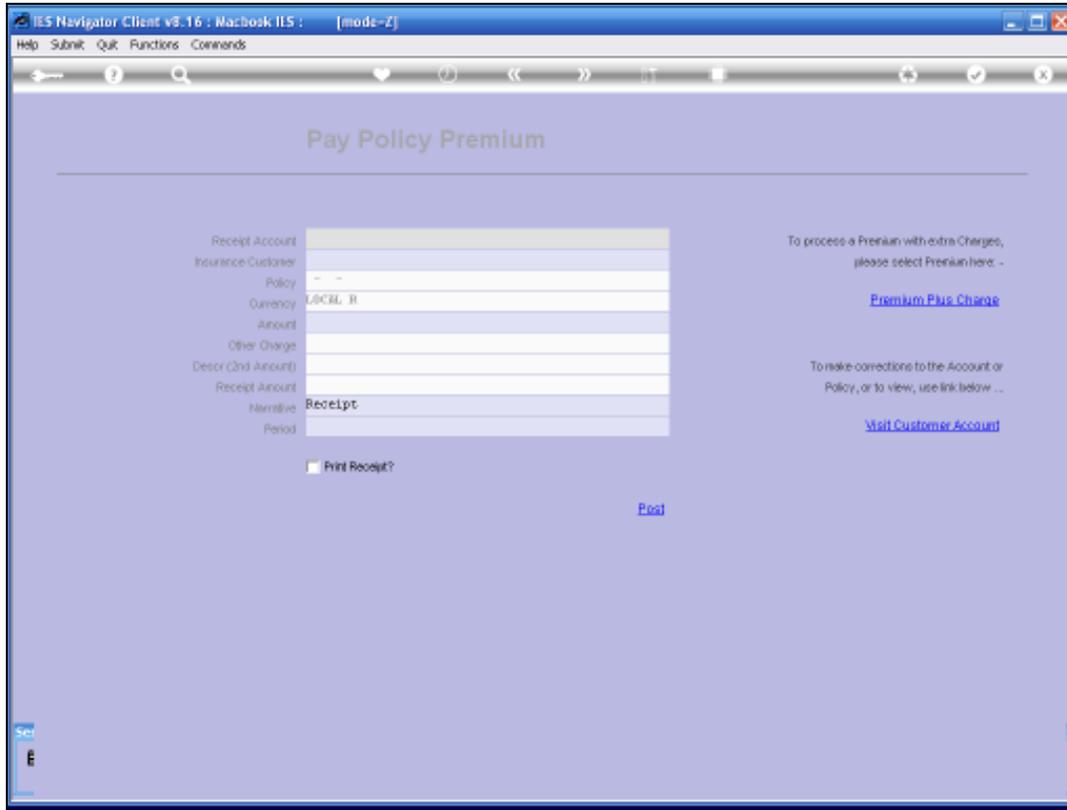
To process a Premium with extra Charges, please select Premium here: -
[Premium Plus Charge](#)

To make corrections to the Account or Policy, or to view, use link below: -
[Visit Customer Account](#)

[Post](#)

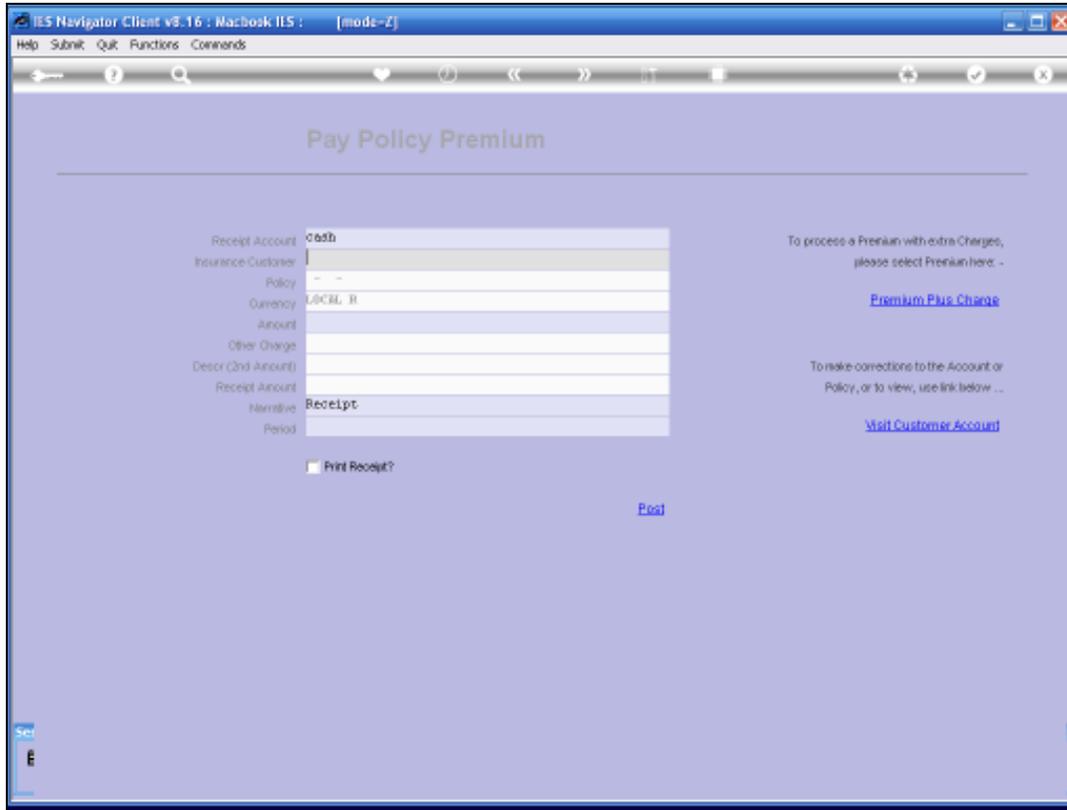
Slide 2

Slide notes: When we process a Premium Receipt, this will be a credit on the Customer's AR Debtor Account, which begs the question: why do we not use a standard Debtor Receipt journal? Well, that is possible, but will not be correct for Policy Premium Receipts, because only the Premium Receipt option in Insurance Brokerage has the correct processing rules to connect this Receipt to the Insurance policy, and to calculate and to process the commission and the payment to the Insurer. Therefore, Policy Premium Receipts should always be performed with this option.



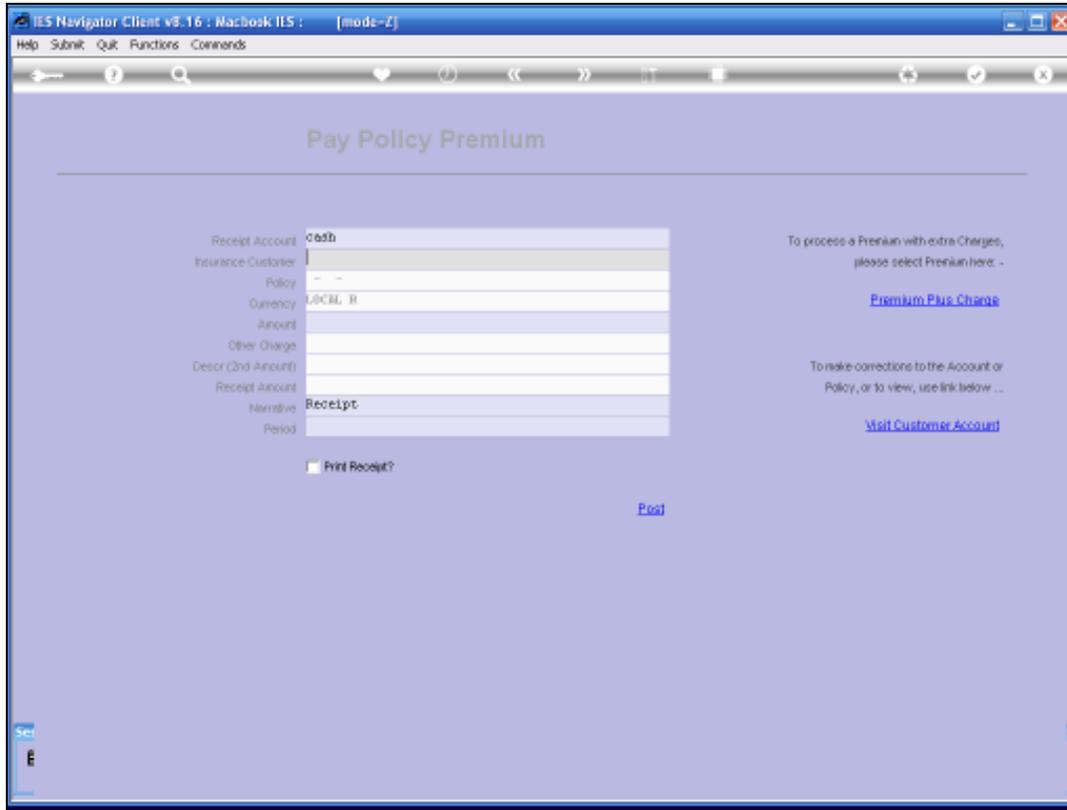
Slide 3

Slide notes:



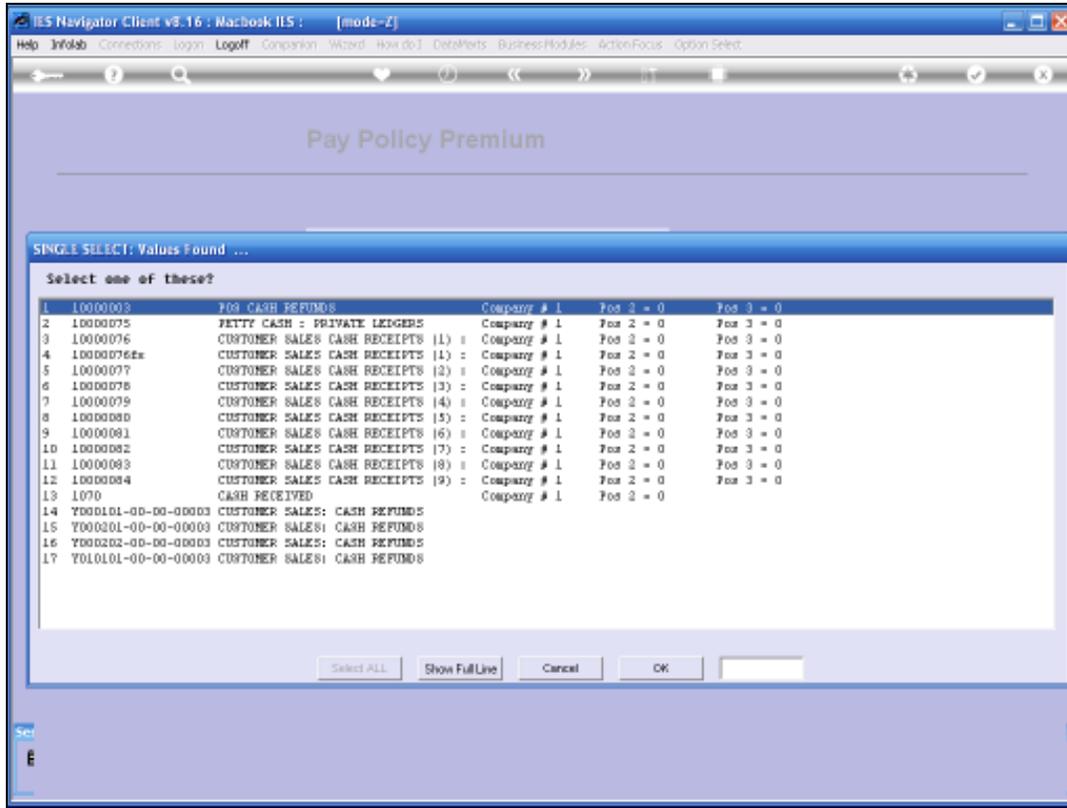
Slide 4

Slide notes:



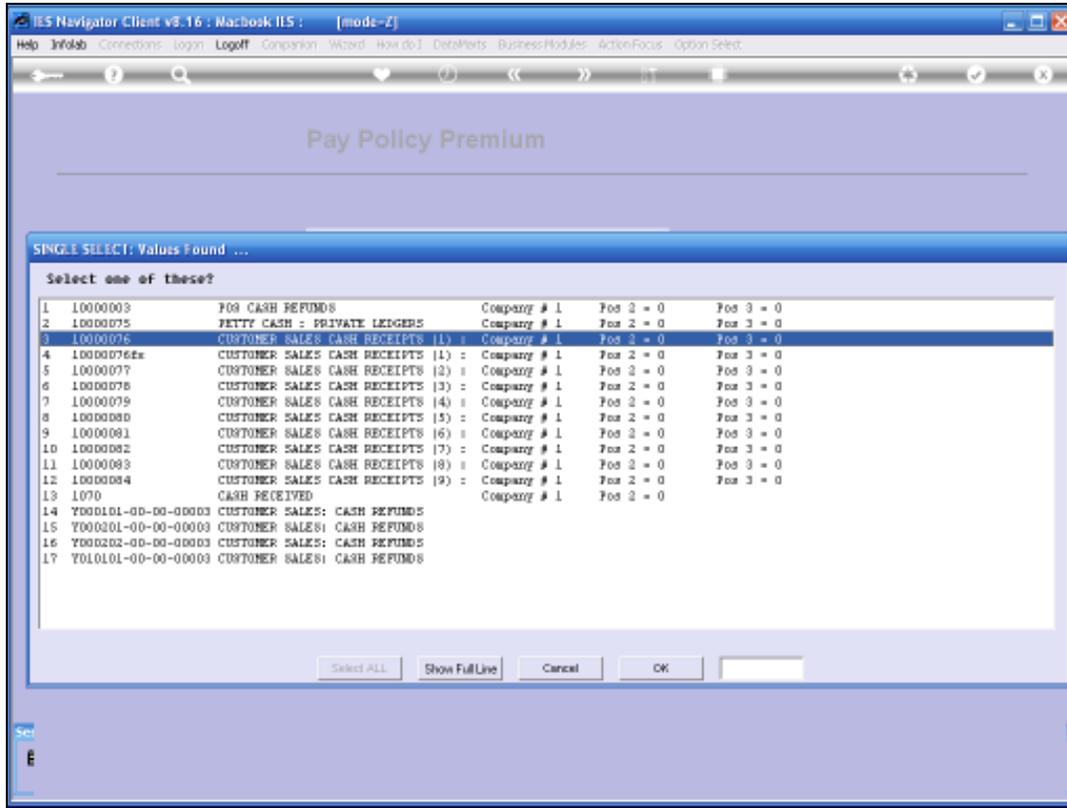
Slide 5

Slide notes:



Slide 6

Slide notes:



Slide 7

Slide notes:

IES Navigator Client v8.16 : Macbook IES : [mode-Z]

Help Submit Quit Functions Commands

Pay Policy Premium

Receipt Account	10000076 CUSTOMER SALES CASH RECEIPTS (1) FRIVA
Insurance-Customer	LOUW
Policy	--
Currency	USDCB IL
Amount	
Other Charge	
Descr (2nd Amount)	
Receipt Amount	
Narrative	Receipt
Period	

Print Receipt?

[Premium Plus Charge](#)

To process a Premium with extra Charges, please select Premium here: -

To make corrections to the Account or Policy, or to view, use link below ...

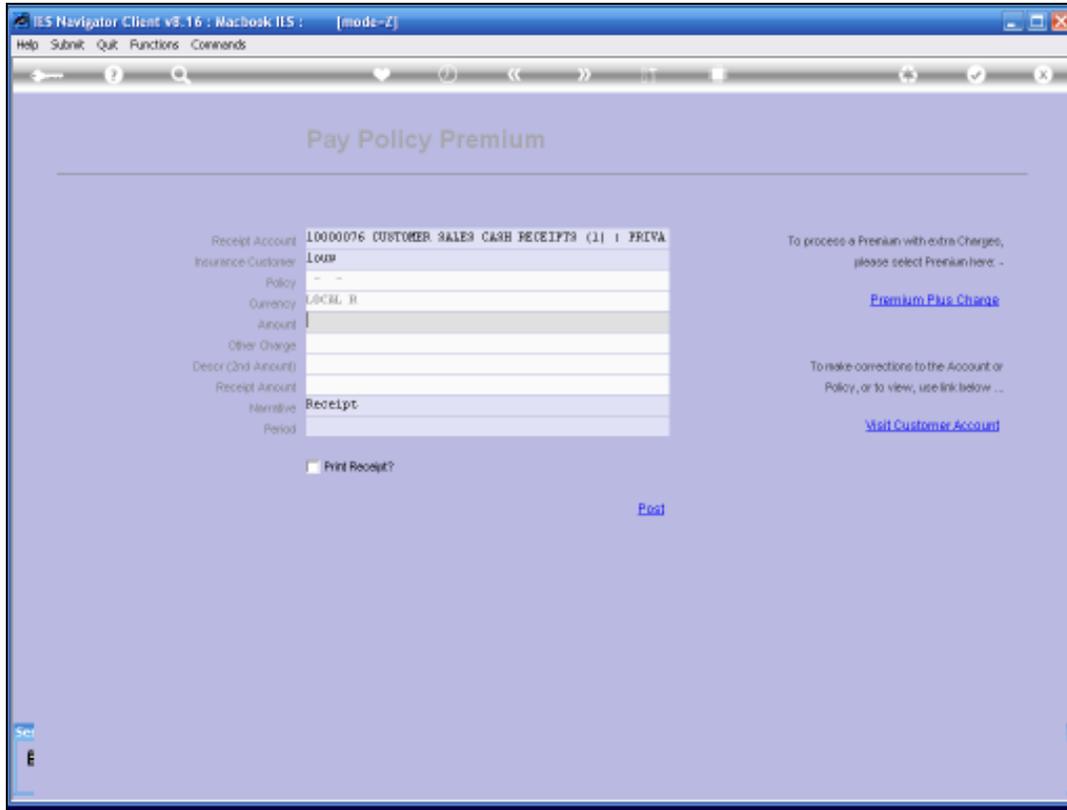
[Visit Customer Account](#)

[Print](#)

Slide 8

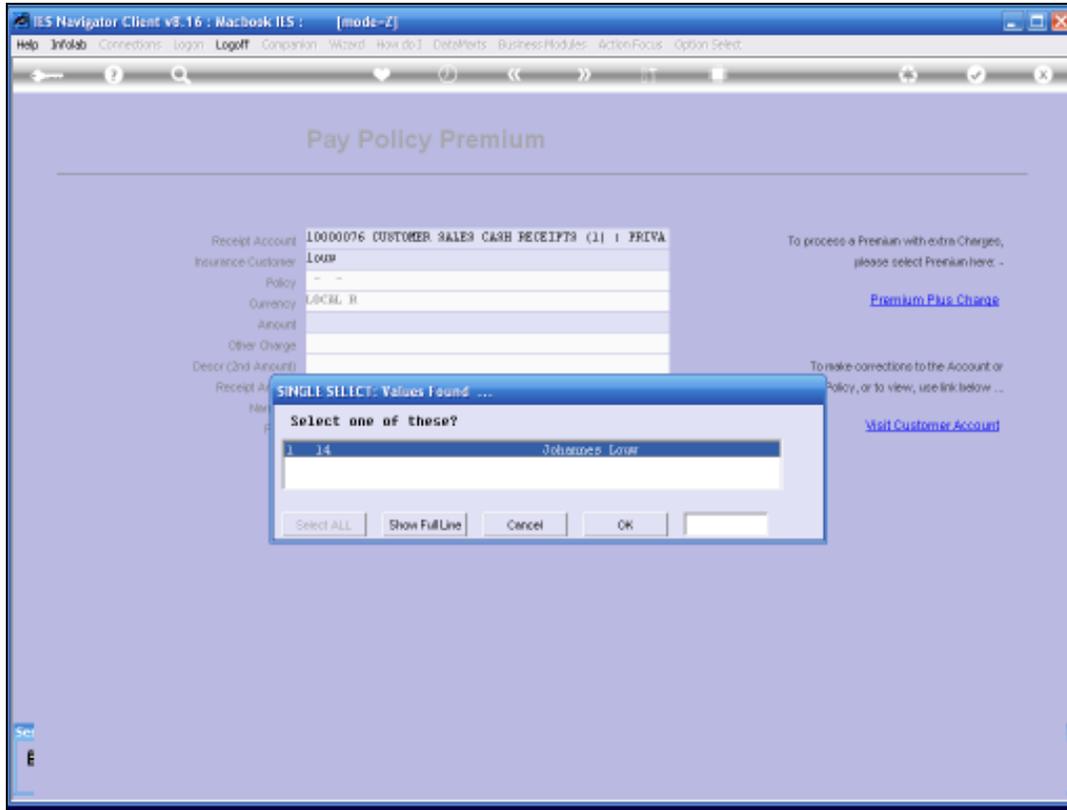
Slide notes: I have now selected a Cash Receipt Account, and this is correct when we receive a Cheque or Cash at the Cash Desk. We note, however, that I could equally select a Bank Account, which I would do if the payment was received directly into our Bank Account, for example by deposit or debit order.

It is also possible to use a Ledger Cost Centre, i.e. a standard GL Account, and that would be correct in a case where the payment was previously processed, but mis-allocated or placed in suspense, and now being processed to allocate it correctly to the appropriate Customer.



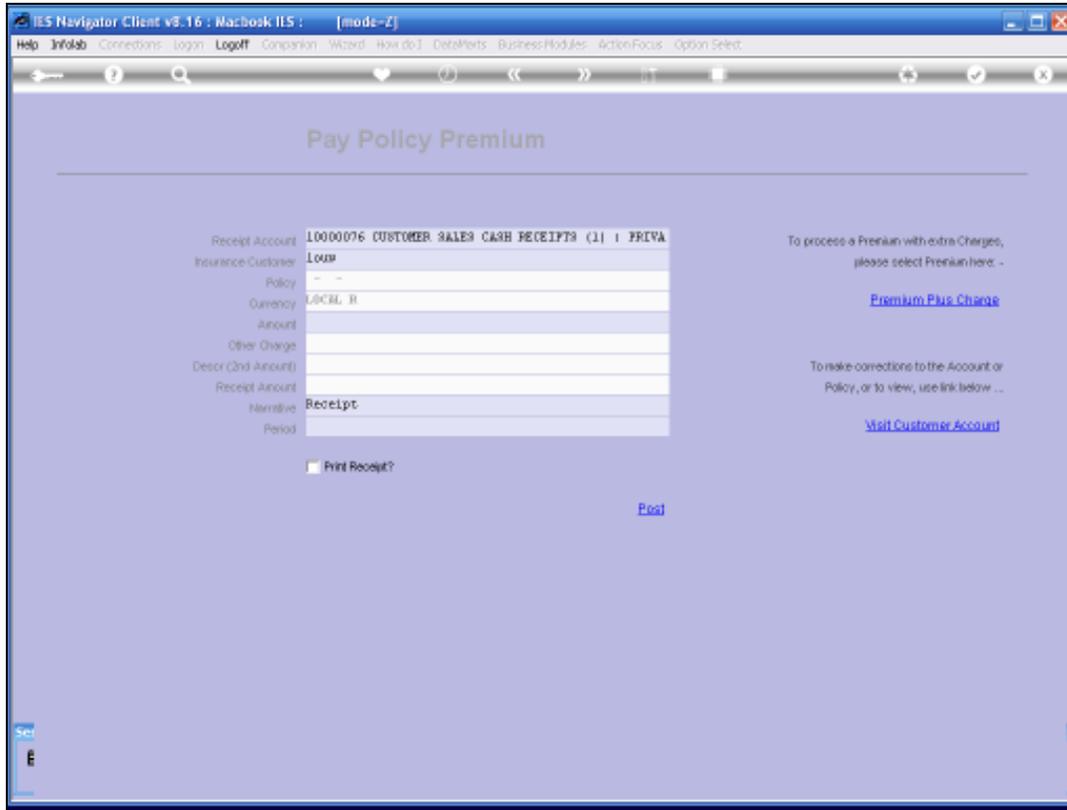
Slide 9

Slide notes:



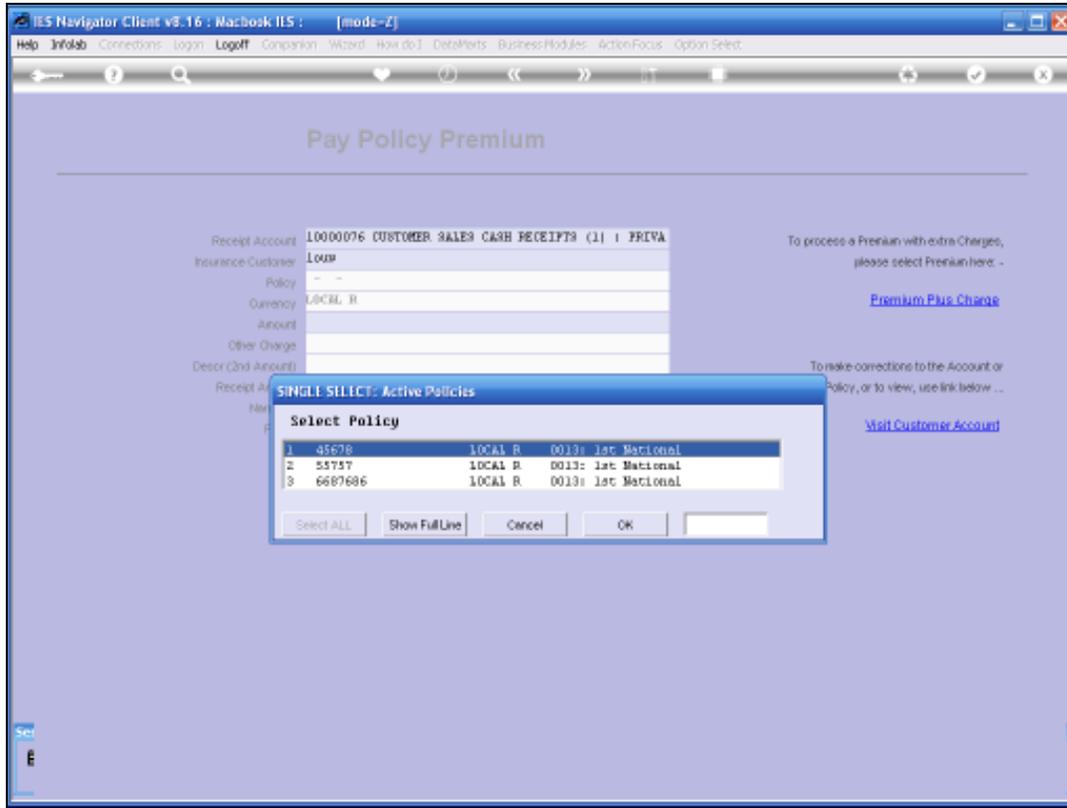
Slide 10

Slide notes: When I select the Insurance Account, then the Policies on this Account will be offered for selection, unless there is only 1, in which case selection is automatic.



Slide 11

Slide notes:



Slide 12

Slide notes:

IES Navigator Client v8.16 : Macbook IES : [mode-Z]

Help InfoTab Connections Login Logout Companion Wizard How do I? DataMarts BusinessModules ActionFocus Option Select

Pay Policy Premium

Receipt Account	10000076 CUSTOMER SALES CASH RECEIPTS (1) PRIVA
Insurance-Customer	14 Johannes Louw
Policy	20 - 45678 - 0013: 1st National
Currency	USPCL B
Amount	
Other Charge	
Descr (2nd Amount)	
Receipt Amount	
Narrative	Receipt
Period	

Print Receipt?

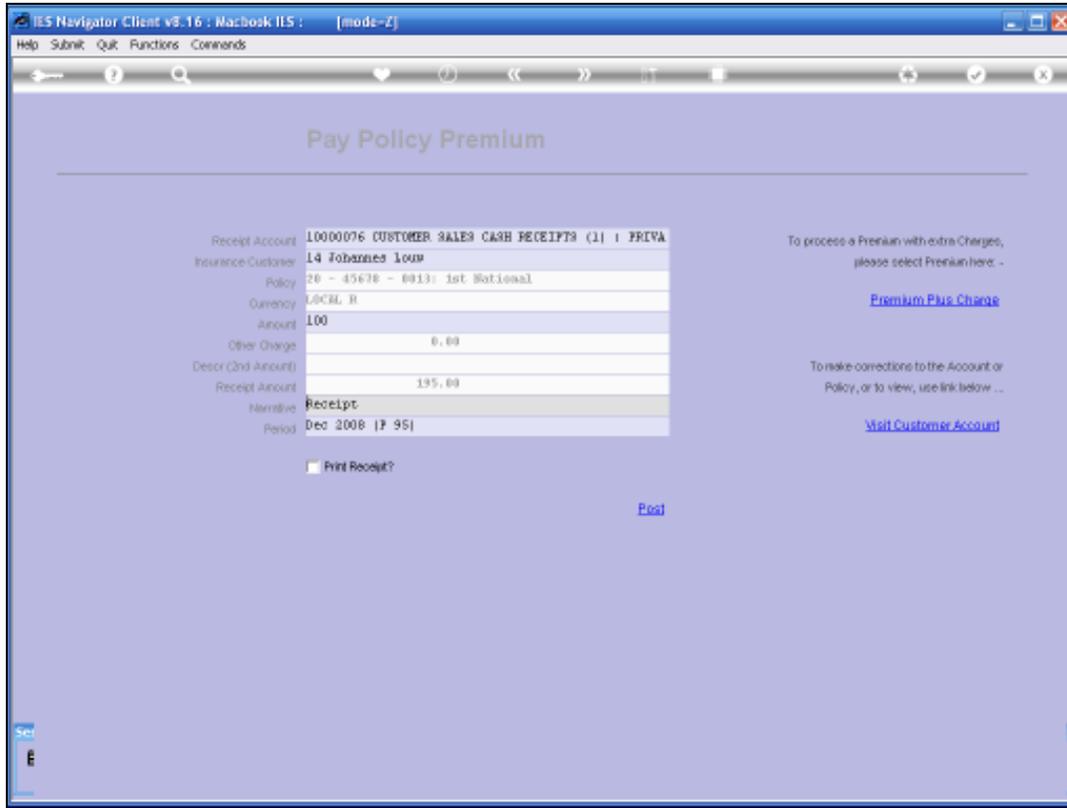
[Post](#)

To process a Premium with extra Charges, please select Premium here: -
[Premium Plus Charge](#)

To make corrections to the Account or Policy, or to view, use link below: -
[Visit Customer Account](#)

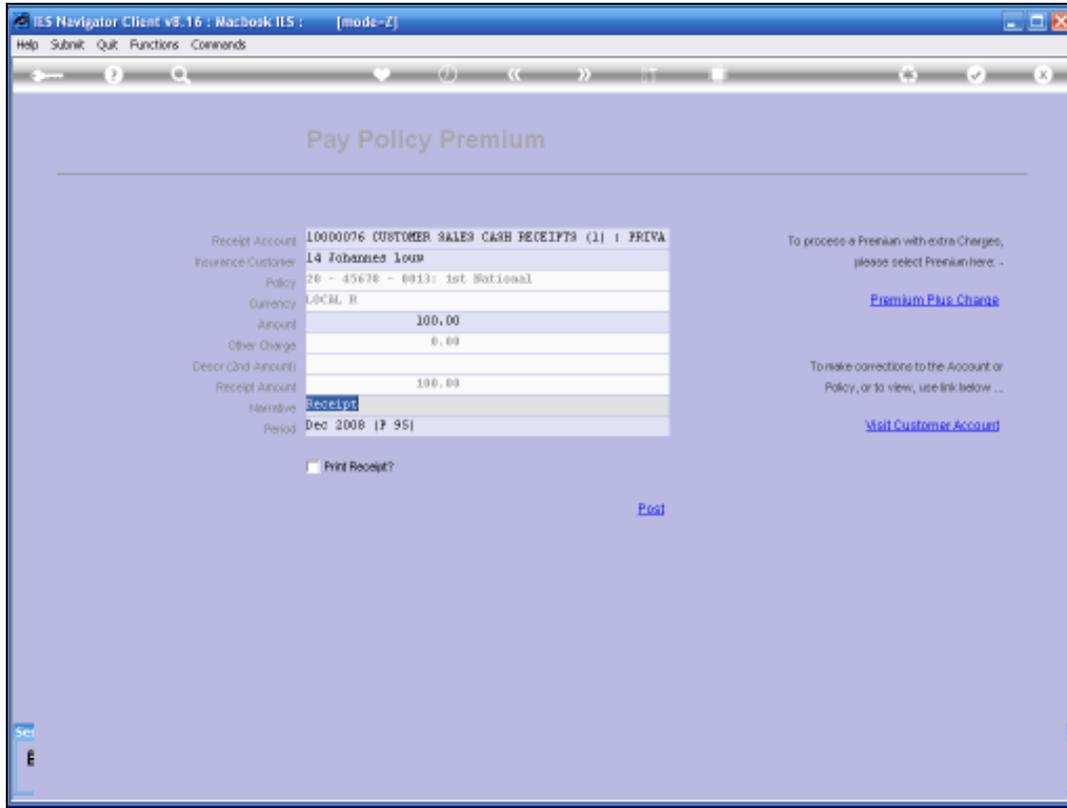
Slide 13

Slide notes: And of course, once the Policy is known, then the system already knows the amount, and will insert that. However, it is possible to change the amount if the Customer is paying more or less than the standard premium.



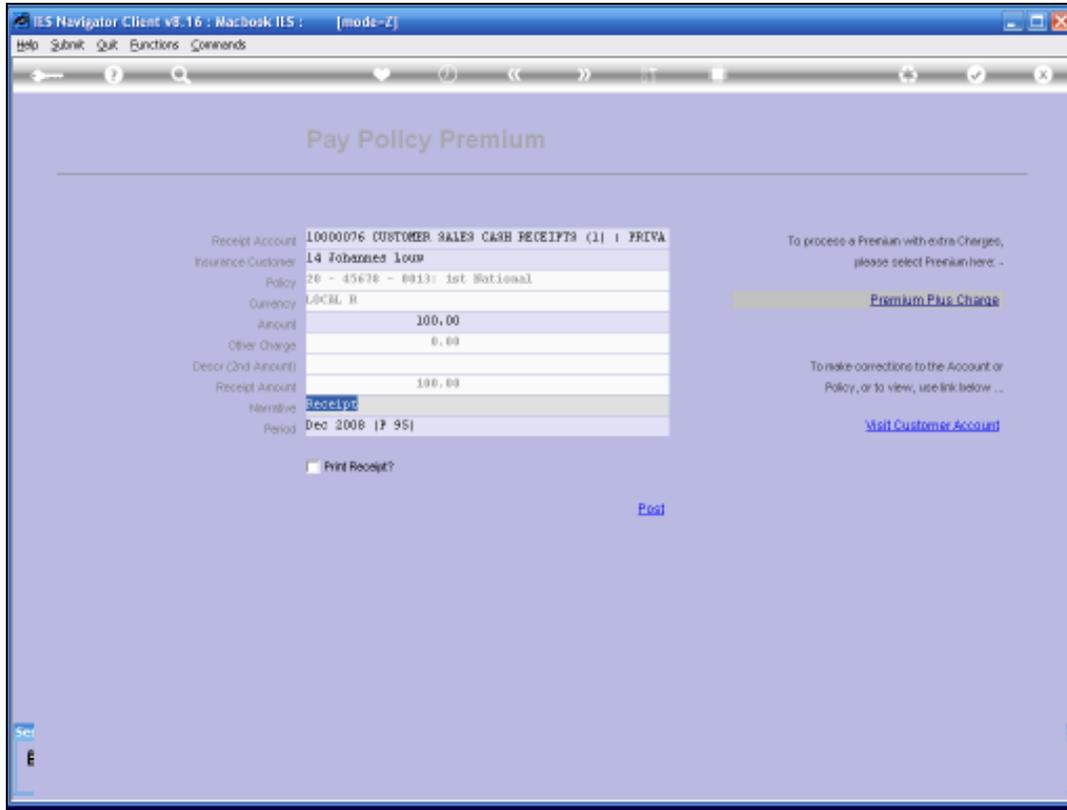
Slide 14

Slide notes:



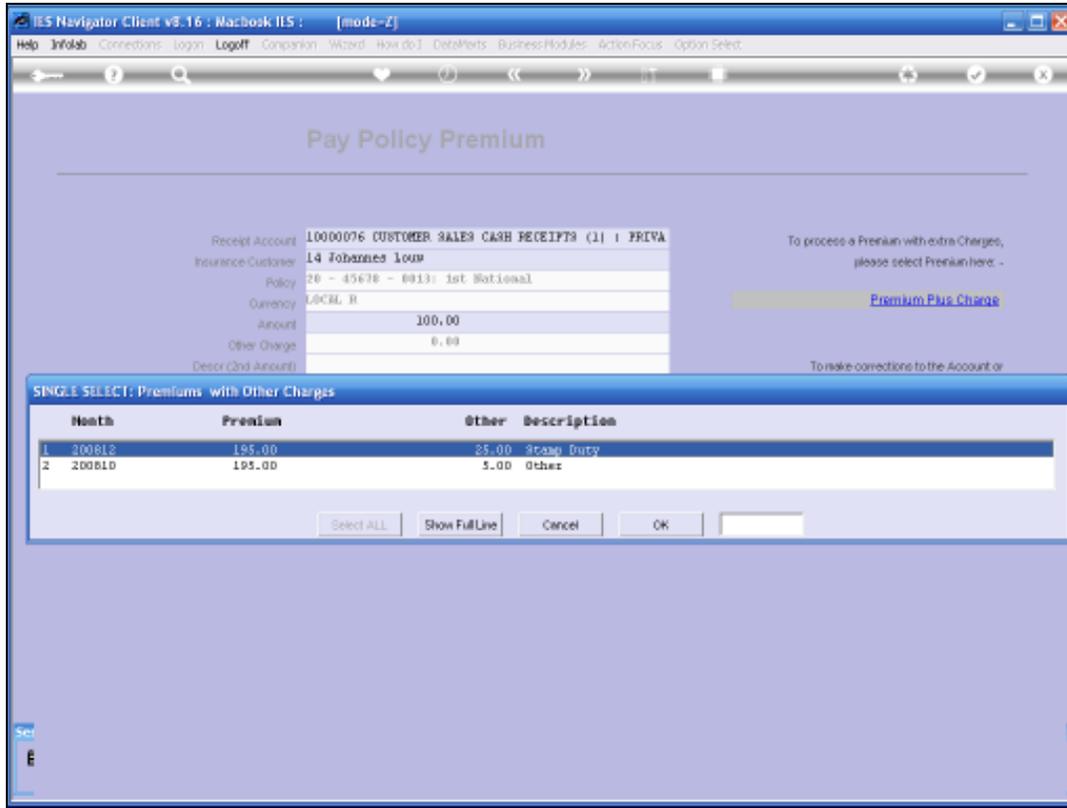
Slide 15

Slide notes: Also, when we need to process a previously raised premium with additional charges, then we can use the PREMIUM PLUS CHARGE function to select to correct premium to process.



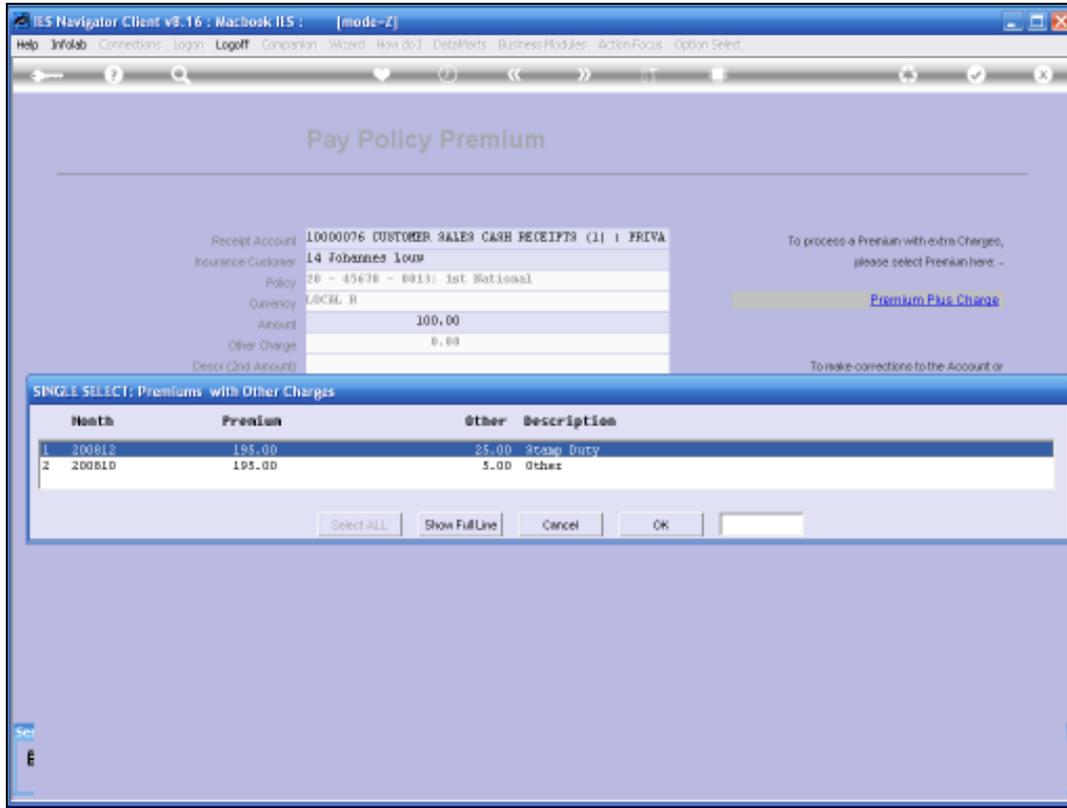
Slide 16

Slide notes:



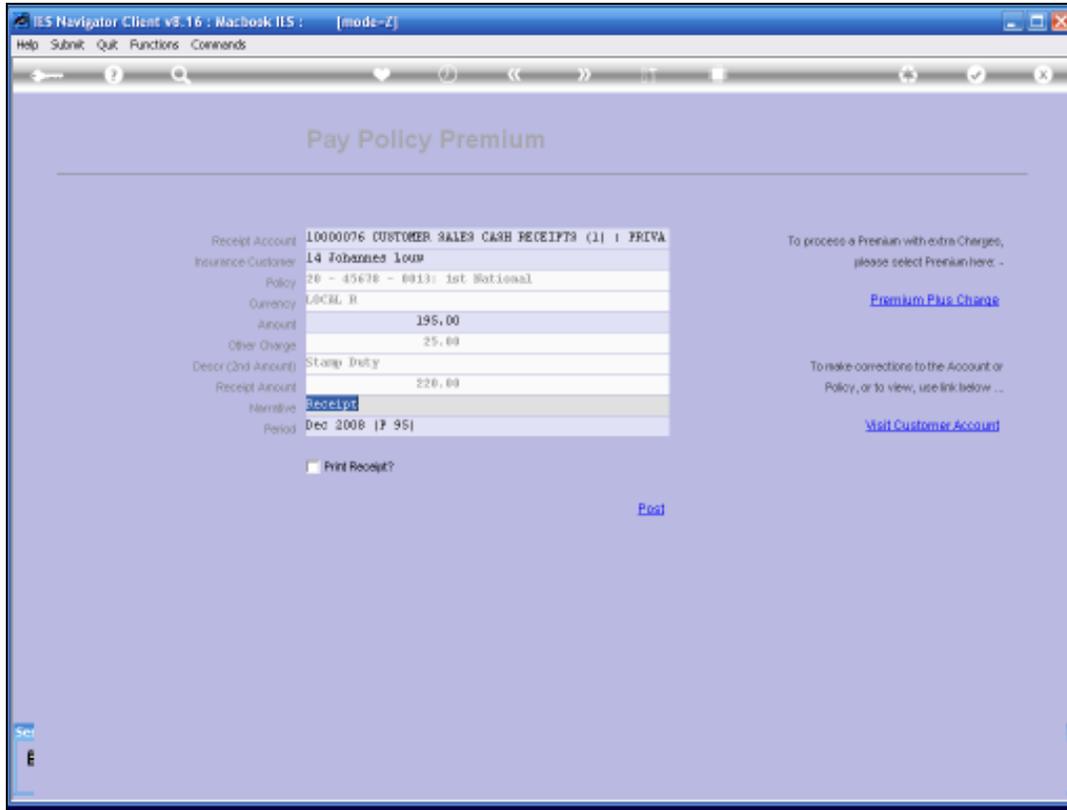
Slide 17

Slide notes: When I select from this list, then the appropriate premium and additional charge will be populated on the Receipt screen.



Slide 18

Slide notes:



Slide 19

Slide notes:

The screenshot shows the 'Pay Policy Premium' screen in the IES Navigator Client. The interface includes a menu bar (Help, Submit, Quit, Functions, Commands) and a toolbar with navigation icons. The main content area is divided into several sections:

Receipt Account	10000076 CUSTOMER SALES CASH RECEIPTS (1) PRIVA
Insurance-Customer	14 Johannes Louw
Policy	20 - 45678 - 0013: 1st National
Currency	LOCAL R
Amount	1.95
Other Charge	25.00
Descr (2nd Amount)	Stamp Duty
Receipt Amount	226.00
Narrative	Receipt
Period	Dec 2008 (P 95)

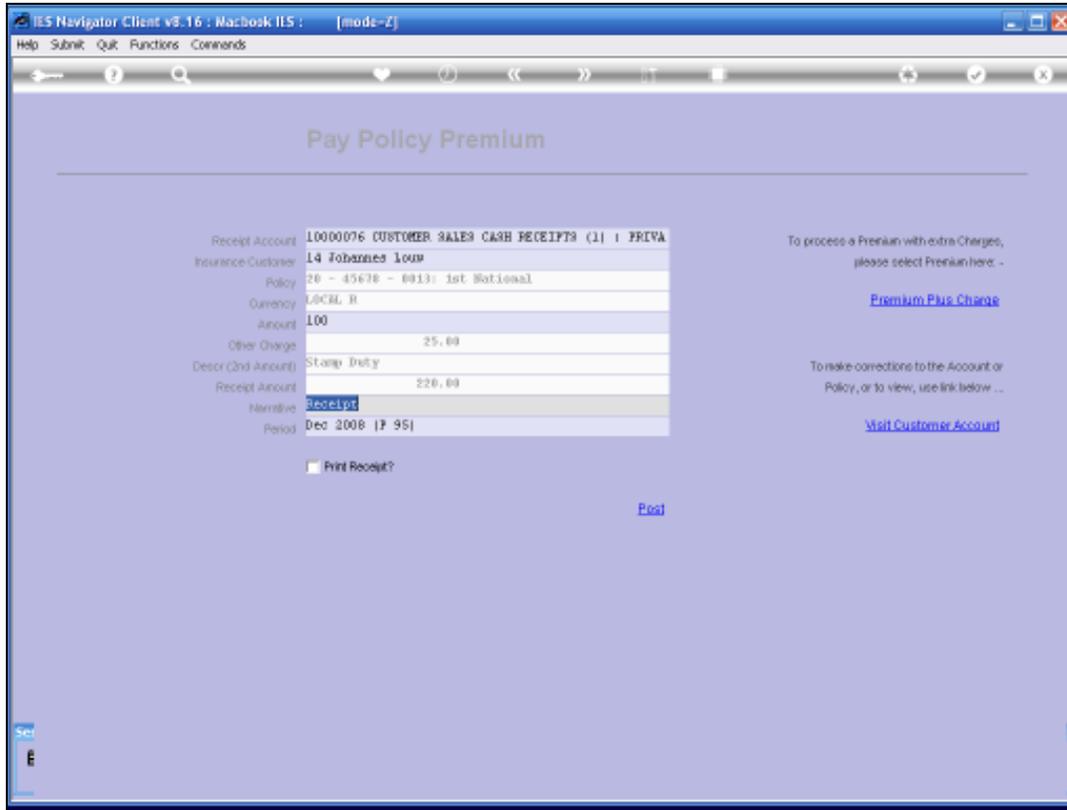
Below the table, there is a checkbox labeled 'Print Receipt?' and a 'Post' button.

On the right side of the screen, there are two informational messages:

- To process a Premium with extra Charges, please select Premium here: [Premium Plus Charge](#)
- To make corrections to the Account or Policy, or to view, use link below: [Visit Customer Account](#)

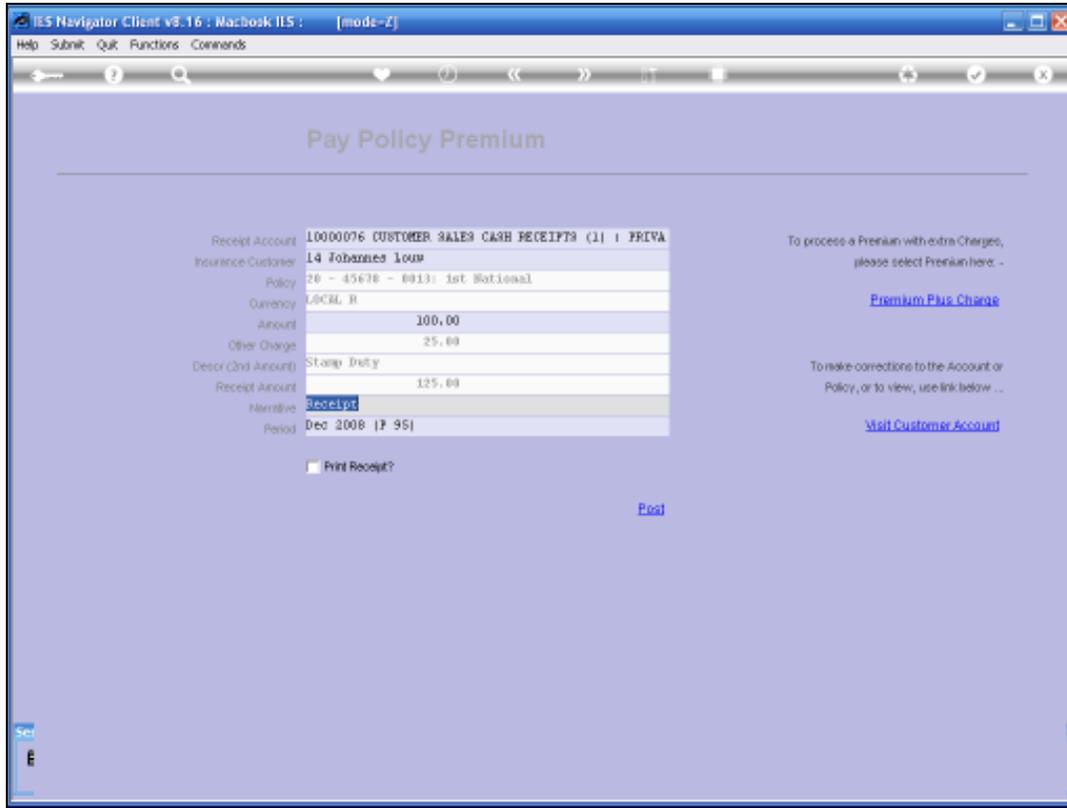
Slide 20

Slide notes: Once again, it is still possible to change the Amount being paid and received, but only the Premium portion can be adjusted, and not the additional charge. When we change the Premium Amount, then the total Receipt Amount adjusts accordingly, i.e. to include the additional charge. Commission is only calculated on the Premium Amount portion, and not on the additional charge portion.



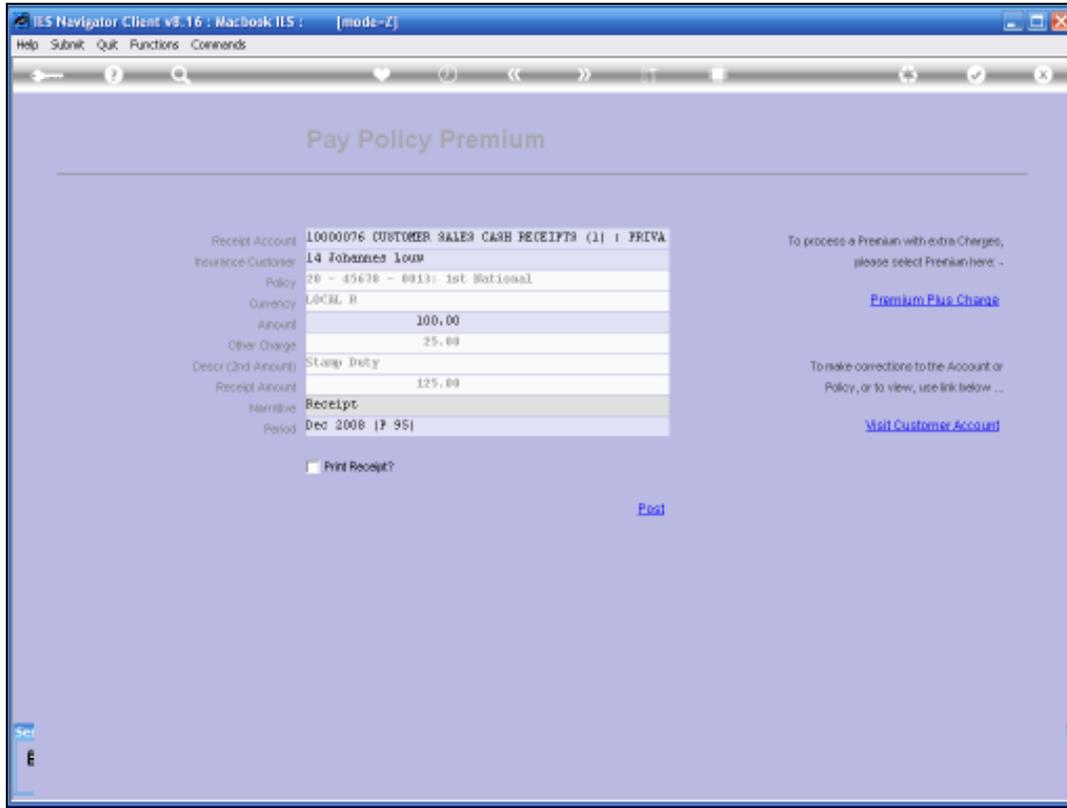
Slide 21

Slide notes: The narrative defaults to the word "Receipt", and can be changed when necessary.



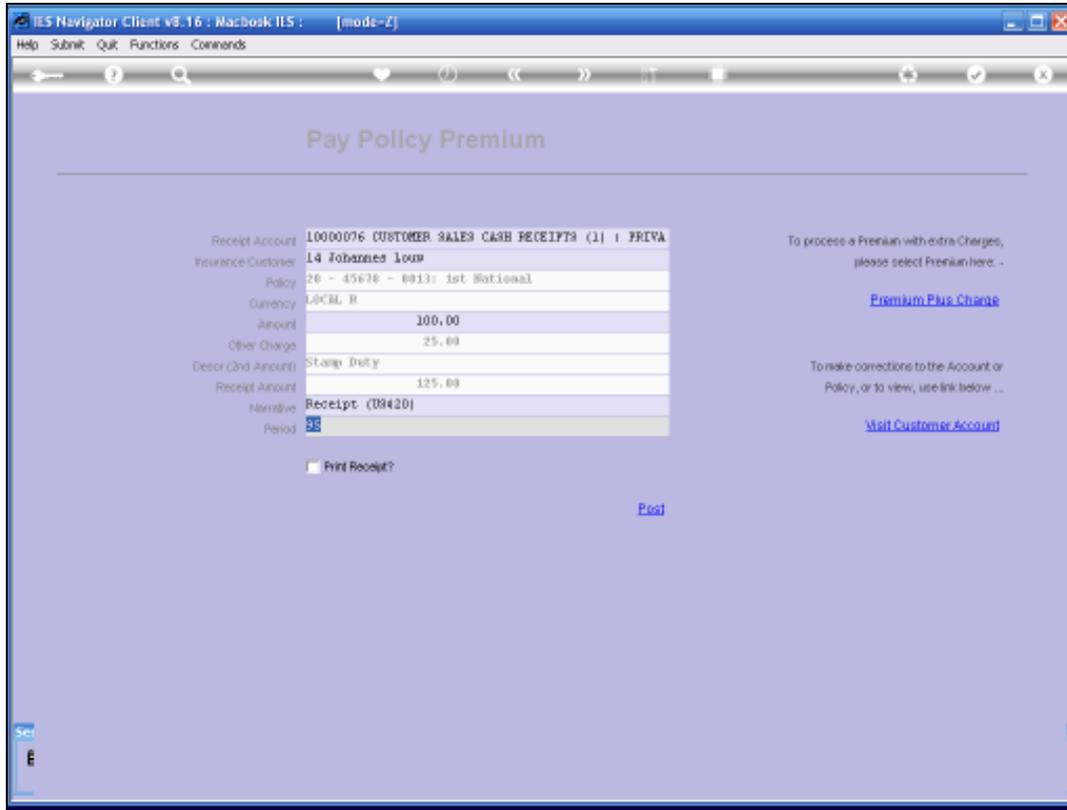
Slide 22

Slide notes:



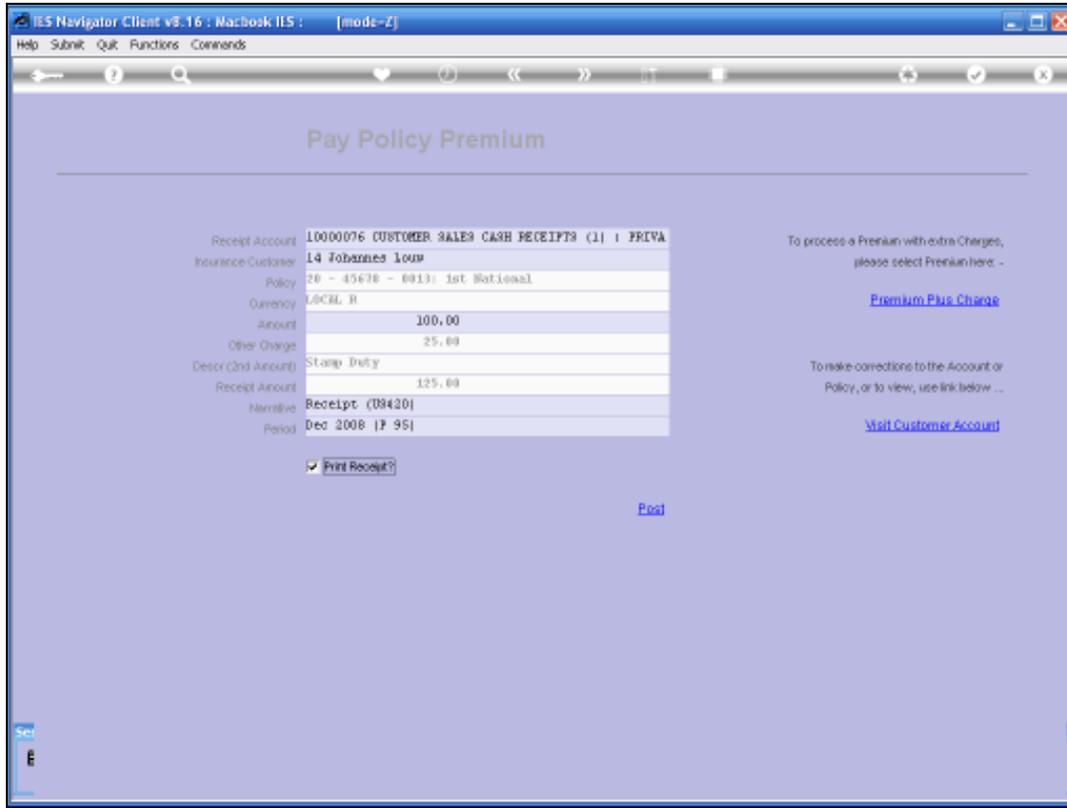
Slide 23

Slide notes: The narrative can also be used to indicate any additional information. For example, in a case where we actually receive cash in a different currency, the receipt will still be in the managed currency of the Account, but we can indicate the 'other amount' in the narrative, and the narrative will show up on the Receipt.



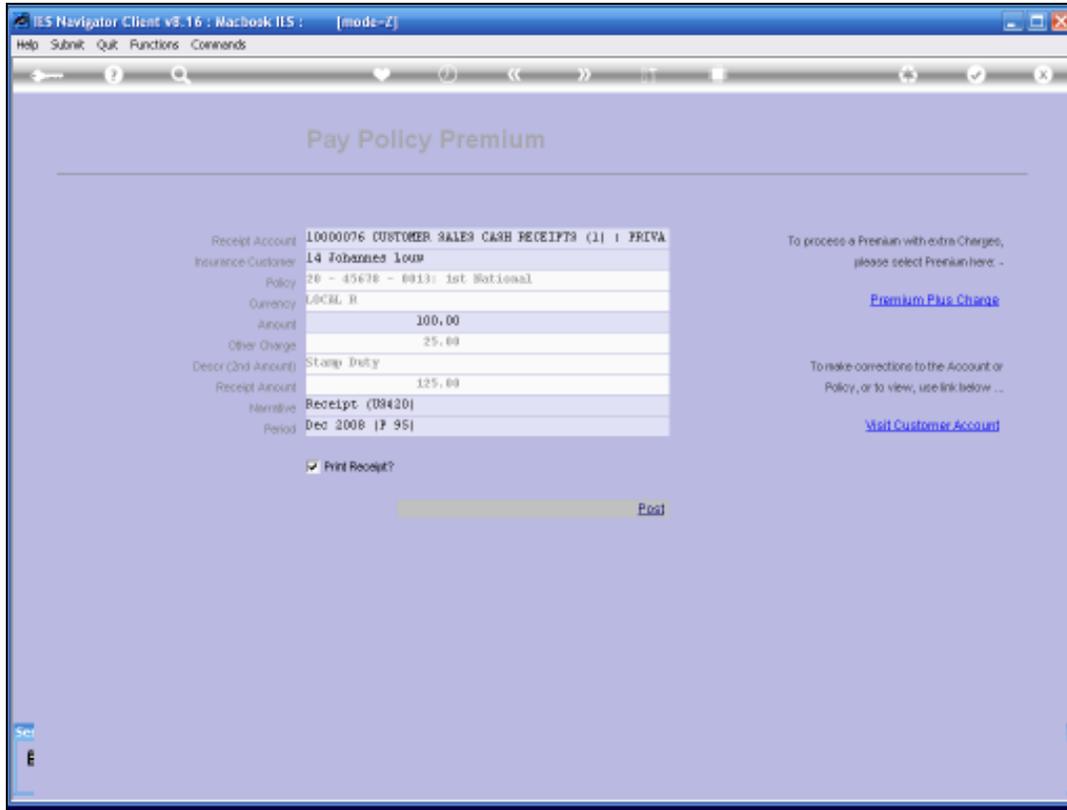
Slide 24

Slide notes:



Slide 25

Slide notes: Receipt printing is optional, and it is necessary to check the box if a Receipt is required.



Slide 26

Slide notes: When we choose POST, we may see the Debtor Matching screen appear, but that does depend on the User's profile for Debtor Matching.

IES Navigator Client v8.16 : Macbook IES : [mode-Z]

Help Submit Quit Functions Commands

AR Debtors: Open Item Matching

Ar (Debtor Account) 000021 Johannes Lowy
Currency R

OPEN RECEIPTS and CREDITS DBL-click an open Receipt Item to allocate parts or all of the Amount ...

>>> Amount	Mat. Allocated	Description	Period	System Ref #	Doc#
1 125.00	125.00	Receipt (US\$20) - 45678 Int Nation	95	1497439637C	456
125.00 125.00					

OPEN CHARGES and DEBITS Below, you can drill into the detail of listed Charge Items not yet fully matched ...

>>> Amount	Mat. Settled	Description	Period	System Ref #	Doc#
1 195.00	195.00	45678 Int National	95	1497439535A	456
2 25.00	25.00	45678 Stamp Duty	95	1497439535B	456
220.00 220.00					

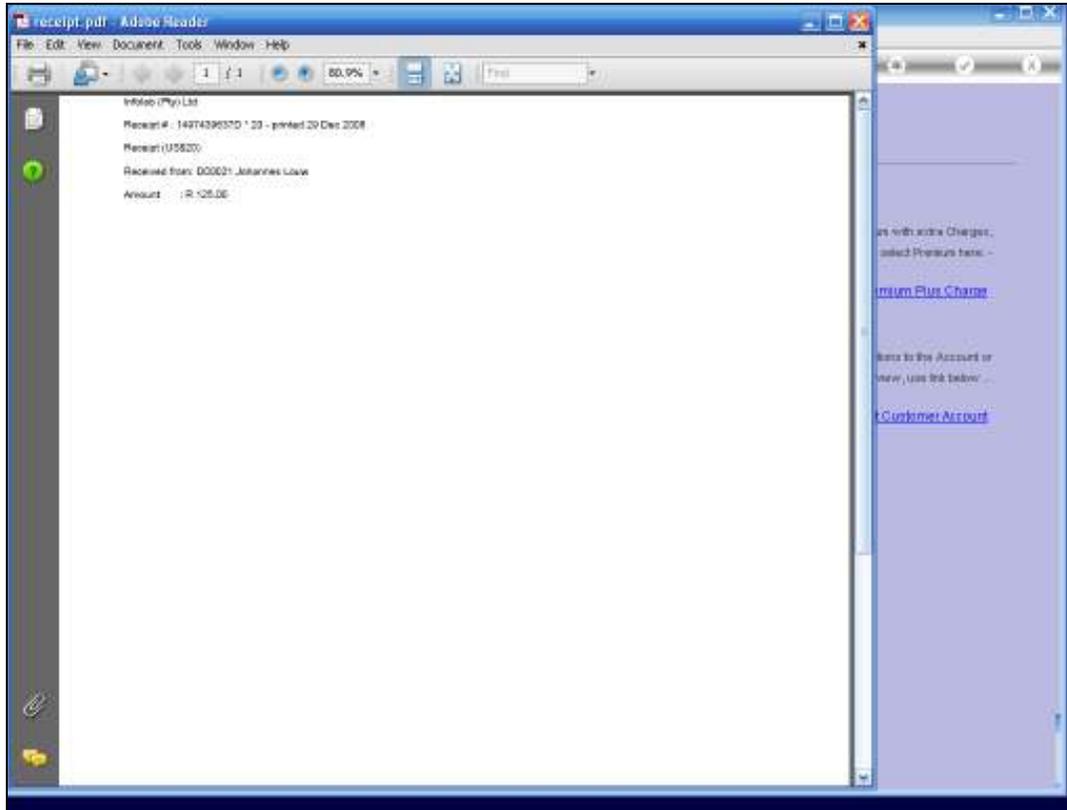
Please Explain Payment Analysis Open Item Analysis Verify Data Matched Receipts Matched Charges

Unmatch / Undo Auto Match All Done / Exit

Account Balance 95.00
As At Period Dec 2008 (F 95)

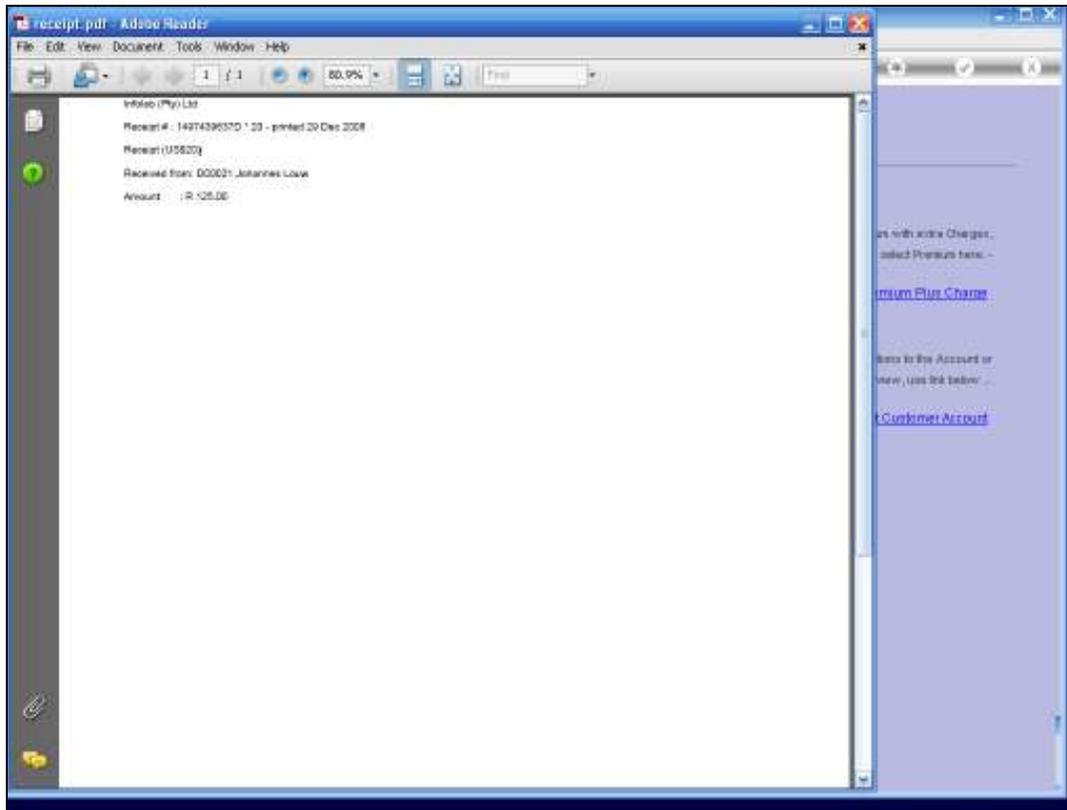
Slide 27

Slide notes:



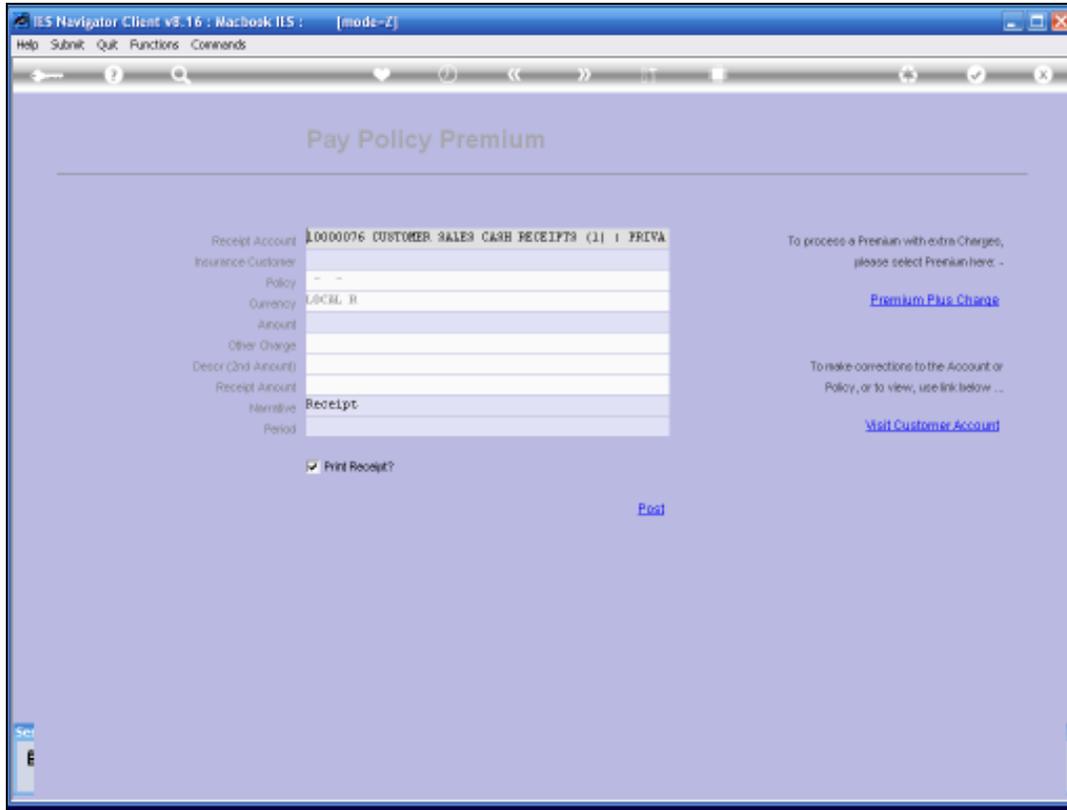
Slide 29

Slide notes: Note on the Receipt where the narrative is shown as processed.



Slide 30

Slide notes:



Slide 31

Slide notes: