

My Agency Reports

Book of Business

My Agency Reports uses information entered in AMS360 to create a report with the specified criteria. The following table identifies where the information is entered and how it corresponds to the report you are creating.

Premium, Revenue, and Commission Summary (Totals and/or Percentages)

When using criteria that reports premium, revenue, and commission totals, the information reported corresponds to the following areas of AMS360:

Reporting Table	Reporting Column	Description	Where the information is entered in AMS360
Premium	Premium	Transaction Premium	🤓 File Section Transactions Operation Toolbox Window Help - 日 × 📙 🙀 PL & * 会 盲 チ 🏠 📴 🇯 🕼 * 🖄 - 人 * 🗋 * 🥯 🏭 🖯 🎦 替 🖗 App Preview 🧖 豫 Endorse 🛞 Renew 🍹
Premium	Billed Premium	Billed Transaction Premium	
Premium	Non- Premium	Transaction Fee and Taxes	Billed Premium: \$2,500.00 Unbilled Premium: \$0.00 Unbilled Premium: \$0.00
Premium	Billed Non- Premium	Billed Transaction Fees and Taxes	

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Reporting Table	Reporting Column	Description	Where the information is entered in AMS360			
Premium	Written	Written Transaction	😅 File Section Transactions Operation Toolbox Window Help _			
	Premium	Premium	📙 🗛 PL 🖉 🕈 🚷 🗐 🦨 🦹 🧋 🧯 🕼 🖉 🖉 🖉 🖉 🖉 📓 🛔 PL 🕲 🖓 App Preview 🖉 🐌 Endorse 🎬 Ren			
			Transaction Premiums / Billing			
Premium	Full-Term	Full Term Transaction	Transaction Totals			
	Premium	Premium	Premium: \$2,500.00 Fees & Taxes: \$0.00			
	rremain	1 i ci iliani	Billed Premium: \$2,500.00 Billed Fees & Taxes: \$0.00			
			Billed Premium: \$2,500.00 Billed Fees & Taxes: \$0.00			
			Unbilled Premium: \$0.00 Unbilled Fees & Taxes: \$0.00			
			▼ Transaction Premiums Update Cancel Line of ▼ Plan ▼ Descrip ▼ Writing ▼ Premium Billed P ▼ Writen Pr Include ▼ Reconciled How Bill			
			▶ Package (_ Package (Allstate 2,500.00 .00 .00 Y Does Not. Customer.			
			Prackage (Prackage (Prackage (Prackage (Prackage (Prackage (Prackage (C)) Y Does Not. Customer. Line of Business: Prackage (C) Y Plan: Y			
			Line of Business: Package (C)			
			Line of Business: Package (C) Plan: Package (C) Writing Company: Allstate Premiums			
			Line of Business: Package (C) Description: Package (C) Writing Company: Allstate Premiums Premium: 2.500.00 Premium Display Options How Billed: Customer Center			
			Line of Business: Package (C) Description: Package (C) Writing Company: Allstate Premiums			
			Line of Business: Package (C) Description: Package (C) Writing Company: Allstate Premiums Premium 2,500.00 Premium Display Options Formium: 2,500.00 Premium Totals Premium Totals Premium Pr			



Reporting Table	Reporting Column	Description	Where the information is entered in AMS360				
Premium	Annualized Premium	Policy Annualized Premium: calculated using 365/number of days in term multiplied by the policy premium	Calculated from policy premiums. For example, a six month policy with a premium of \$1,000 will have an annualized premium of \$2,000.				
Premium	Revenue	Revenue: Total Agency Commission (Billed Agency Commission + Unbilled Agency Commission) + Agency Fee amount	Calculated				
Premium	Revenue	Revenue: Total Agency Commission (Billed Agency Commission + Unbilled Agency Commission) + Agency Fee amount	Calculated				
Premium	Estimated Revenue Amount	Estimated Revenue for the transaction	V Transaction Premiums / Billing Transaction Totals Premium: \$15,001.00 Billed Premium: \$15,000 Billed Premium: \$15,000 Unbilled Premium: \$15,000 Unbilled Premium: \$13,500.00 Unbilled Frees & Taxes: \$20.00 Estimated Revenue Percent Enter the estimated revenue percentage and when Calculate is selected, the Estimated Revenue will be updated in the grid or the current edited record. Alternately you may manually enter the value without calculate(). [20.00] Calculate				
			Transaction Premiums Use of Business III Fram Description Image: Commercial Properation Promium Written Providen Full Term Providen Estimated Reven. Non-Billed Image: Commercial Prope. I Commercial Prope. Commercial Prope. Commercial Prope. 15,000.00 1,500.00 0.00 0.00 0.00 Ustomer Center Y				
Premium	Estimated Revenue Percent	Estimated Revenue Percent for the transaction					



Reporting Table	Reporting Column	Description	Where the Customer information is entered in AMS360
Commissio n	Total Commission	Total of all Billed Commissions for a <i>policy</i>	Calculated
Commissio n	Billed Commissions	Total of all Commissions billed (from invoice)	Standard Invoice Policy CP77819012 - (11/1/2012 - 11/1/2013) Allstate File Section Operation Toolbox Help Policy Transaction New business 11/1/2012 - (New business) Customer: ABC Manufacturing Company - We Make Everyt Invoice Date: 01/25/2013 \rightarrow Total Amount Billed: 1.550.00 b Bill To: ABC Manufacturing Company - We Make Everyt Invoice Transactions Update Cancel Eff Date Amount Total Amount Parent Company: Allstate Writing Company: Allstate Update Cancel </th
Commissio n	Unbilled Commissions	Total of all Unbilled Commissions for a policy	Calculated



Business Unit



Reporting Table	Reporting Column	Description	Where the data is entered in AMS360
Business Unit	Division Name Division Short Name	Business Unit associated with Policy - Division	V Basic Policy Information Policy #: CP77819012 Eff/Exp Date: 11/01/2012 • - 11/01/2013 • Change Continuous Change Parent: Allstate Writing: Allstate
Business Unit	Branch Name Branch Short Name	Business Unit associated with Policy - Branch	Type of Business: Commercial Lines Writing: Palistate Image: Title data entry and lines of business by Type of Business Underwriter: Underwriter: Image: Business New to Agency Primary Service Group View Policy Personne Premium Financed Exclude from Purge Primary Service Group View Policy Personne Policy Type: Package Rep: Baldwin, Don Replac Status: Active Broker: New
Business Unit	Departmen t Name Departmen t Short Name	Business Unit associated with Policy - Department	Prior Policy: Renewal List: At expiration Renewal Comments Business Unit Description: Origin: Data entry Auditable? Frequency: Freq
Business Unit	Group Name Group Short Name	Business Unit associated with Policy - Group	
Business Unit	Division Name		
Business Unit	Division Short Name		
Business Unit	Branch Name		
Business Unit	Branch Short Name		
Business Unit	Departmen t Name		



Reporting Table	Reporting Column	Description	Where the data is entered in AMS360
Business	Departmen		🖾 Agency Setup
Unit	t Short		
	Name		File Section Operation Toolbox Help
Business	Group		Name, Address and Phone Business Unit Setup File Section Operation Toolbox Help
Unit	Name		► Forms Name/Address/Pho
			Company Settings
Business	Group	Customer Firm Name	Chart Name
Unit	Short Name		Business Unit Setup Seattle Seattle Seattle
	Name		Business Unit
			Division The Branch
			Branch Name / Short Name Inactive
			Department Seattle North SeattN N
			Group
			Accounting Options Accou
			Benetiks Department Department
			Vendor Payables
			► System Configuration Opt
			System configuration opt
			inside states cript in



Customer



Reporting Fable	Reporting Column	Description	Where the Customer information is entered in AMS360
Customer	Formatted Name	Formatted Name is Firm Name; if no Firm name is entered, then Formatted Name will be a combination of Last Name, First Name Middle Name	Home Customer Bank Broker Company Employee Vendor Financial Customer > Customer Setup (New) New Customer - Customer Setup Image: Setup * Additional Customer Info Service Groups Save and Close Exit Make Inactive Contacts Dependents Ocustomer Prospect Prospect Profiles Suspect Suspect Suspect
Customer	Firm Name	Customer Firm Name	Cross References Settings Cross References Expiration Dates Exclude from target list Accounting Options Exclude from Purge Benefits Information Employee access secured Application
Customer	First Name	Customer First Name	Names * © Individual Family
Customer	Middle Name	Customer Middle Name	First: Middle:
Customer	Last Name	Customer Last Name	Firm Name: DBA:
ustomer	Customer Number	Customer Number	Home Customer Bank Broker Company Employee Vendo Customer > ABC, Inc. > Customer Overview Image: Views ABC, Inc Customer Overview Customer Overview ABC, Inc Customer Overview Policies Aged AR Binders Customer Number: Customer Certs Customer: Customer
Customer	Customer Type	Customer Type: Customer, Prospect, or Suspect	

Suspect



Reporting Table	Reporting Column	Description	Where the Customer information is entered in AMS360
Customer	Active	Indicator denoting active or inactive	Home Customer Bank Broker Company Employee Vendor Financial Customer > ABC, Inc. > Customer Setup ABC, Inc Customer Setup ABC, Inc Customer Setup Customer Setup * Additional Customer Info Service Groups Contacts Dependents Loss History Customer Customer Customer
Customer	Target List Exclude	Exclude customer from marketing's target list	Home Customer Bank Broker Company Employee Vendor Financial Customer > Customer Setup (New)
Customer	Secured Customer	Employee access secured	Form Sections Customer Setup * Additional Customer Info Service Groups Contacts Dependents Loss History Profiles Cross References Expiration Dates Accounting Options Benefits Information Image: Contact S Expiration Dates Accounting Options Benefits Information Image: Contact S Image: Contact S Image: Contact S Accounting Options Benefits Information Image: Contact S



Reporting Table	Reporting Column	Description	Where the Customer information is entered in AMS360
Customer	Multiple Entity Group	Multiple Entity customers share policy coverage with the policy detail entered and tracked via the Master customer	Home Customer Bank Broker Company Employee Vendor Financial Administration Customer Setup New Customer Setup New Customer Setup Customer Setup Save Exit Make Inactive Customer Setup Save Exit Make Inactive Customer Setup Save and Close Exit Make Inactive Customer Setup Addresses Business with Agency Addresses Addresses Customer added date: Quatomatically check based on active policies Cross Reference City: State: Quatomatically check based on active policies County: State: Quatomatically check based on active policies Demential Non P&C County: Latitude: Longitude: Quatomatically check based on active policies Rinancial Services Latitude: Longitude: Quatomatically check based on active policies Rinancial Services Rinancial Services Latitude: Longitude: Quatomatically check based on active policies Rinancial Services Rinancial Services Latitude: Longitude:
Customer	Individual/ Family	Individual name or Multiple first names (Family) for personal lines of business	Home Customer Bank Broker Company Employee Vendor Customer > Customer Setup (New)



Reporting Table	Reporting Column	Description	Where the Customer information is entered in AMS360
Customer	Address Line 1	Customer Address Line 1	Home Customer Bank Broker Company Employee Vendor Financi Customer > Simmons, Alexa > Customer Setup
Customer	Address Line 2	Customer Address Line 2	Simmons, Alexa - Customer Setup Form Sections Save Save Save Save Save
Customer	City	Customer City	Customer Setup * Additional Customer Info Service Groups
Customer	State	Customer State	Contacts Address: 2200 Larch Way Unit 102
Customer	Zip Code	Customer Zip Code	Loss History City: Bothell State: WA ✓ Profiles ZIP: 98011 Expiration Dates County:
Customer	Residence Phone	Customer Residence Phone	
Customer	Business Phone	Customer Business Phone	
Customer	Fax Phone	Customer Fax	
Customer	Mobile Phone	Customer Cell	
Customer	Pager Phone	Customer Pager	
Customer	Email	Customer Email	
Customer	Website	Customer Web	

Customer

Added



Reporting Table	Reporting Column	Description	ription Where the Customer information is entered in AMS360					
Customer	Known Since Notation	Customer added date	Home Customer Bank Bank Bank Excepting from hute and Bolts > Customer Setup Logg Customer > ABC Manufacturing Company - We Make Everything Customer Setup Customer Setup Customer Setup Additional Customer Info Save and Close East Make Inactive Form Sectors Contacts Dependents Issue Save and Close East Loss History Profiles Firm Name: ABC Manufacturing Company - We Make Fisidence: Issue Profiles Contacts DBA: Metais Recycler Bisiness: Issue Basissons Cores References Expiration Dates Accounting Options Benefits Information Internet Formal: Mr. Smith Internet Internet Issue Informal: Use alternate name for billing Materse: Issue Addresses Loggerd-Go33 Control Automatically check based on active policies Civy: King Lotude: 47.760311 Longitude: Lutude: 47.760311 Longitude: -122.2020 Endits Issue Use alternate address for billing Informatical information Issue					



Reporting Table	Reporting Column	Description	Where the Custome	· informa	tion is entered in AMS3	360	
Customer	Personal Lines Business	Business with Agency – Personal Lines	Home Customer Bank Customer > ABC Manufacturing C « Form Sections	ompany - We Make ABC Manufac	pany Employee Vendor Financial Everything from Nuts and Bolts > Customer Set turing Company - We Make Everythin. we and Close , ♥ Exit Make Inactive		up 🛃
Customer	Commercial Lines Business	Business with Agency – Commercial Lines	Customer Setup * Additional Customer Info Service Groups Contacts Dependents	Formal:	Mr. Smith	Internet Email: Web:	jismith@abc.com
Customer	Non P&C Business	Business with Agency – Non P&C Business	Loss History Profiles Cross References Expiration Dates Accounting Options Benefits Information	Addresses Address:	12346 Main Street		Agency date: 1/23/2012 check based on active policies
Customer	Benefits	Business with Agency – Benefits	Related Actions	City: ZIP: County: Latitude:	Woodinville State: WA V 98072-6033 King 47.760311 Longitude: -122.20205 I	Com	mercial Non P&C
Customer	Life	Business with Agency – Life		Locade.	47.7003111 congroupe -122.20205		
Customer	Health	Business with Agency – Health					
Customer	Financial Services	Business with Agency – Financial Services					



Transaction



Reporting Table	Reporting Column	Description	Where the Transaction information is entered in AMS360
Transaction	Effective Date	Transaction Effective Date	Endorsement - HO34512342012 (1/2/2013 - 1/2/2014) To create this transaction enter the information below and press OK. Transaction: Policy change Effective Date: 01/04/2013 Description: Policy change OK Cancel AMS Insurance Agency DSW
Transaction	Plan Type	Plan Type	Policy - Cindy Alice Brady - H034512342012 - (1/2/2013 - 1/2/2014) - [Policy Information] File Section Transactions Operation Toolbox Window Help File Section Transaction Premiums Update Cancel Line of. Plan Plackage (P) Package (P) Package (P) Package (P) Package (P) Package (P) Writing Company: Allstate



Reporting Table	Reporting Column	Description	Where the Transaction information is entered in AMS360
ransaction	Reconciled	Reconciliation Complete – Yes/No/Does Not Apply	
			Virtue of Plan Vestfield Package (P) Package (P) Plan: Description: Package (P) Plan: Premium Virtue Description: Package (P) Virtue of Business: Package (P) Plan: Description: Package (P) Plan: Virtue of Company: Westfield Vestfield Virtue of Description: Package (P) Vestfield Virtue of Description: Oo Oo Premium: 300.00 Vestfield Virtue of Premium: 0.00 Oo Virtue of Premium: 0.00 Vestfield Virtue of Premium:



Reporting Table	Reporting Column	Description	Where the Transaction information is entered in AMS360
Transaction	Fee Type	Non-Premium	▼ Transaction Premiums New Edit
		(Charge Type)	Line of 🔍 Plan 🔍 Descrip 🔍 Writing 🔍 Premium Billed P 🔍 Written Pr Full Term Include 🔍 Reconciled Ho
			▶ Package (Package (Westfield 300.00 .00 .00 Y No Dir
			✓ Transaction Fees, Taxes, Finance, & Down Payments Update Cancel Charge Type ▼ Description ▼ Company ▼ Amount Billed ▼ Include in To_ ▼ Reconciled How Bill ♦ Other Inspectio_ 1Test report desc Westfield .00 .00 Y Does Not Apply Direct E
			Charge Type Description: Company:
			Amount: 0.00 Add full amount to first installment Reconciled: Does Not Apply When the Charge Type is set up in Billing Charges and Credits as Non-Premium as in the following example:
			🐵 Billing Charges and Credits 📃
			File Section Operation Toolbox Help

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			Update Cancel
P 🖵 Charge Description		Category	Charge Recipient
Agency Fee		Non-Premium	Agency
Agency Policy Fee		Non-Premium	Agency
Charge Description: Agency Fee Report Description: Agency Fee Short Name: AGF	- Charge Recipient	Inactive	
© Financed © Premium		Deferred GL:	0 Agency Fee Income



Reporting Table	Reporting Column	Description	Where the Transaction information is entered in AMS360
Transaction	Non-	Non-Premium	▼ Transaction Premiums New
	Premium	(Charge Type -	Line of V Plan V Descrip V Writing V Premium Billed P V Written Pr Full Term Include V Reconciled
		Description)	Package (Package (Westfield 300.00 .00 .00 Y No
			Transaction Fees, Taxes, Finance, & Down Payments Update Cance
			Charge Type 🔍 Description 🔍 Company 🔍 Amount Billed 🔍 Include in To 🔍 Reconciled How
			Other Inspectio 1Test report desc Westfield .00 .00 Y Does Not Apply Dire
			Charge Type:
			Amount: 0.00 Add full amount to first installment Reconciled: Does Not Apply
Transaction	Include Premium	Indicates if the Premium should or should not be	▼ Transaction Fees, Taxes, Finance, & Down Payments Add Cance Charge Type ▼ Description ▼ Company ▼ Amount Billed ▼ Include in Total ▼ Reconciled How Billed
		included in premium totals	Charge Type: Image: Charge Type: Description: Image: Company: Company: Image: Company: Amount: 0.00 How Billed: Direct Bill Statement Image: Company: Amount: 0.00 How Billed: Direct Bill Statement Image: Company: Amount: 0.00 Add full amount to first installment Reconciled: No
			In Reporting:
			Y = Include in Premium Totals N =Don't include in Premium Totals
Transaction	Line of Business	Line of Business Description	▼ Transaction Fees, Taxes, Finance, & Down Payments Charge Type ▼ Description ▼ Company ▼ Amount Billed ▼ Include in Total
			Charge Type: How Billed: Direct Bill Statement Premium Display Options
			Company: C Don't Include in Premium Totals



Table	Reporting Column	Description	Where the Transaction information is entered in AMS360
Transaction	Line of Business Short Name		File Section Transactions Operation Toolbox Window Help Image: Place of the section Transaction Premiums
			Line of V Plan Descrip V Writing V Premium Billed P V Written Pr Full Term Include V Reconcile
			▶ Package (Package (Westfield 300.00 .00 .00 Y No
			Line of Business Plan: Description:
			Writing Company:
ITalisaction	Type of Business	Type of Business:	😳 Line of Business Setup
Transaction		Benefits Commercial Lines Financial Services Health	File Section Operation Toolbox Help Image: Section Operation Toolbox Help Image: Section Operation Operation Operation Image: Section Operation Operation Operation Operation Image: Section Operation Operation Operation Operation Image: Section Operation Operation Operation Operation Operation Operation Operation Operation Image: Section Operation
Tansaction		Benefits Commercial Lines Financial Services Health Life	File Section Operation Toolbox Help Image: Section Operation Toolbox Help Image: Section Operation Image: Section Image: Sectin Image: Section Image: Section Image: Section Image: Sectin Image
		Benefits Commercial Lines Financial Services Health Life Non Property &	File Section Operation Toolbox Help Image: Section Operation Operat
		Benefits Commercial Lines Financial Services Health Life	File Section Operation Toolbox Help File Section Operation Toolbox Help Image: Section Operation Oper
		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help File Section Operation Toolbox Help Image: Section Operation Oper
Tansaction		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help File Section Operation Toolbox Help Image: Section Operation Oper
Tansaction		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help File Section Operation Toolbox Help Image: Section Operation Operation Operation Toolbox Help Image: Section Operation
Tansaction		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help File Section Operation Toolbox Help Image: Colspan="2">Update Cancel Update Cancel Permanent Code Description / Data Entry Application Type Of Business Income Group Act X MHMO Medical-HMO Benefits Life and Health X MPOS Medical-PPO Benefits Life and Health Medical-Traditional X MPDM Medical-Traditional Benefits Life and Health Meanthrait X MHOME Mobie Homeowners Homeowners Personal Lines Property and Ca X OADD Optional AD&D Personal Auto Personal Lines Property and Ca
		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help File Section Operation Toolbox Help Image: Colspan="2">Update Cancel Under Cancel Permanent Code Description / Data Entry Application Type Of Business Income Group Act X MHMO Medical-HMO Benefits Life and Health X MPOS Medical-PPO Benefits Life and Health X MPPO Medical-Traditional Benefits Life and Health X MEDT Medical-Traditional Benefits Life and Health X MHOME Mobile Homeowners Personal Lines Property and Ca. X OADD Optional AD&D Benefits Life and Health X CYCL Motorcycle Personal Auto Personal Lines Property and Ca. X OADD Optional AD&D Benefits Life and Health X X CPKGE Package (C) Commercial L Property and Ca. X
		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help Image I
Tansaction		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help File Section Operation Toolbox Help Image: Colspan="2">Update Cancel Under Cancel Permanent Code Description / Data Entry Application Type Of Business Income Group Act X MHMO Medical-HMO Benefits Life and Health X MPOS Medical-PPO Benefits Life and Health X MPPO Medical-Traditional Benefits Life and Health X MEDT Medical-Traditional Benefits Life and Health X MHOME Mobile Homeowners Personal Lines Property and Ca. X OADD Optional AD&D Benefits Life and Health X CYCL Motorcycle Personal Auto Personal Lines Property and Ca. X OADD Optional AD&D Benefits Life and Health X X CPKGE Package (C) Commercial L Property and Ca. X
		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help Update Cancel Under Cancel Permanent Code Description / Data Entry Application Type Of Business Income Group Act X MHMO Medical-HMO Benefits Life and Health X MPOS Medical-POS Benefits Life and Health X MPPO Medical-Traditional Benefits Life and Health X MEDT Medical-Traditional Benefits Life and Health X CYCL Motor Truck Cargo
		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help File Section Operation Toolbox Help Image of Business Update Cancel Permanent Code Description / < Data Entry
		Benefits Commercial Lines Financial Services Health Life Non Property & Casualty	File Section Operation Toolbox Help File Section Operation Toolbox Help Imes of Business Permanent Code Description / Data Entry Application Type Of Business NHMO Medical-HMO X MHMO X MPOS Medical-POS Benefits X MPPO Medical-POS Benefits X MPPO Medical-Traditional Benefits X MHOME Mobile Homeowners Personal Lines Property and Ca. X CYCL Motorcycle Personal Auto Personal Lines Property and Ca. X OADD Optional AD&D X PKGE Package (C) X PPKGE Package (C) X Property and Ca. Property and Ca. X PKGE Package (C) Commercial Lines Yepe of Business Commercial Lines Property and Ca. X PPKGE Package (C) Personal Lines Property and Ca.

This value is implied based on the Line of Business selected for the policy transaction. The setup is shown in this screen shot above.



Fee

Reporting Table	Reporting Column	Description	Where the Fee information is ente	ered in AMS360	
Fee	Fee	Billing Charges and Credits: Report Description	 Billing Charges and Credits File Section Operation Toolbox Help File R B S S S - L - C + L 		
			P_ Charge Description ✓ Agency Fee ✓ Agency Policy Fee Charge Description: Agency Fee Report Description: Agency Fee Short Name: AGF	/ Category Non-Premium Non-Premium Inactive	Update Cance Charge Recipient Agency Agency
			Category C Non-Premium Financed C Premium C Premium C Free Co	y GL Number: 41130 A nce/Brokerage (Cash Basis) any	gency Fee Income



Direct Bill Entry



Reporting Table	Reporting Column	Description	Where the Direct Bill Entry information is entered in AMS360
Direct Bill Entry	Description	Direct Bill Entry Description	Direct Bill Entry - Allstate - Seattle File Section Operation Toolbox Help Image: Section Image: Section Image: Section Image: Section V Image: Section Image: Section Image: Section
			Statement Identification Statement Date: 11/30/2012 • GL Date: 11/30/2012 • Division: Seattle
			Company Company Totals: 0.00 0.00 Insurance Brokerage Agency Totals: 0.00 0.00 Name: Allstate Difference: 0.00 0.00
			Total Commission Received By Income Group Financial Services: \$0.00 Life and Health: \$0.00 Property and Casualty: \$0.00
Direct Bill Entry	Line of Business	Line of Business for Direct Bill Entry	Recalculate Statement Totals Create Statement Create Statement Create Statement Direct Bill Entry - Allstate - Seattle File Section Operation Toolbox Help
			Find Policies from © Policy System C Prior Statements Auto Refresh Commissions Name: ABC Manufacturing Company - We Make Everythin Search Policy #: CP77819012, 11/1/2012, 11/1/2013, Monoline, P, A
			Effective Date: 11/1/2012, New business, NBS, ▼ Business Unit Add Tran Premium: ▼ Division: Seattle ▼ How Billed: Direct Bill Statement ▼ Dept: Department one ▼
			Transaction: New business Group: Group one Eff/Exp Date: 11/01/2012 • 11/01/2013 • Eff/Exp Date: Package (C) Continuous Charge Type: • Amount: 2,500.00 Plan: •



Line of Business

Reporting Table	Reporting Column	Description	Where t	he Line o	f Business info	rmation i	s entered i	n AMS360		
Line of	Type of	Group data by Type	😇 Line of Busine	ess Setup					Į	
Business	Business	of Business from the Line of		peration Toolbo	< Help					
		Business Setup	Lines of Bu	siness					Add	Cano
			Permanent			Data Entry	Application			Active
			X	125	FSA-Section 125 Plan(other)			Benefits	Financial Services Pr	
Line of	Line of	Group data by Line	X	401K	401K Plan			Benefits	Financial Services Pr	
Business	Business	of Business from	×	ADMS	Administrative Services/Self			Benefits	Other Premium	
		the Line of	X	ADPRO	Additional Products			Benefits	Life and Health Premi	
			X	AGLIA	Agriculture Liability	General Liability	Commercial General	Commercial Lines	Property and Casualt	
		Business Setup	X	AGPP	Agriculture Sch/UnSch Pers	Property	Property Section	Commercial Lines	Property and Casualt	
			X	AGPR	Agriculture Property	Property	Property Section	Commercial Lines	Property and Casualt	
			X	ALTC	Supplemental Insurance			Benefits	Life and Health Premi	
			X	APKGE	Agriculture Package			Commercial Lines	Property and Casualt	
			X	AUTOB	Business Auto	Business Auto		Commercial Lines	Property and Casualt	
			Description Code:	Bond BOND BANK		Application A Category Fi State Filter: Application:	Iter: Commercial I	Casualty Premium		





Reporting Fable	Reporting Column	Description	Where the Policy information is entered in AMS360
Policy	Policy #	Policy Number	🐵 Create New Policy
Policy	Effective Date	Policy Effective Date	Enter the Basic Policy Information or select a Submission to create the new Policy. To create a Policy for an existing Submission, select Submission # and Effective Date. The most current Application version(s) will default. Customer: ABC Manufacturing Company - We Make Ever Submission #: Effective Date: To create the new Policy, enter the following information: Policy # Effective Date: Transaction: New business Expiration Date: Continuous Description: New business
			Company Insurance C Brokerage C Subscription Parent: Writing: Parent:



Reporting Table	Reporting Column	Description	Where the Policy information is entered in AMS360
Policy	Policy Type	Displays "Package" or "BOP" when Policy Type = Package or Business Owners Package. When Policy Type = Monoline and multiple lines of business have been entered, the first Line of Business displays. If no Line of Business exists, then "Monoline" displays.	Policy - ABC Manufacturing Company - We Make Everything from File Section Transactions Operation Toolbox Window Hele Basic Policy Information Policy #: [P77819012 Eff/Exp Date: 11/01/2013] Change Continuous Type of Business: Commercial Lines I Commercial Lines V Eliter data entry and lines of business by Type of Business V Business New to Agency Premium Financed Exclude from Purge Vesture: Active Vesture Status: Correct Company - We Make Everytt File Section Transactions Operation Toolbox Wind File Section Transactions First Named Insured Commercial Supplemental Names Policy Contacts 125, 130 Applicant Information / Locations V Line of Business V Description Vesplication Package C



Reporting Fable	Reporting Column	Description	Where the Policy information is entered in AMS360
Policy	Policy Description	Basic policy information Description	 Policy - ABC Manufacturing Company - We Make Everything from File Section Transactions Operation Toolbox Window Hel File Section Transactions Provide Toolbox Section Toolbox Section Toolbox File
Policy	Status	Policy Status	Basic Policy Information
Policy	Expiration Date	Policy Expiration Date	Policy #: CP77819012 Eff/Exp Date: 11/01/2012 - 11/01/2013 - Change
Policy	Is Continuous	Indicator to denote whether policy is continuous	Continuous Type of Business: Commercial Lines Filter data entry and lines of business by Type of Business
Policy	Prior Policy #	Prior Policy Number	Business New to Agency Premium Financed Exclude from Purge
Policy	New Business to Agency	Indicator to denote whether this Business is new to this agency	Policy Type: Package Status: Active Prior Policy: Image: Comments of the second se
Policy	Original Transaction	Transaction type when policy is first created	 Create New Policy Create New Policy Enter the Basic Policy Information or select a Submission to create the new Policy. To create a Policy for an existing Submission, select Submission # and Effective Date.
			The most current Application version(s) will default. Customer: ABC Manufacturing Company - We Make Even Submission #: • Effective Date: • To create the new Policy, enter the following information: • Policy #: CP77819012 Type of Business: Commercial Lines •
			Effective Date: 11/01/2012 Transaction New business Expiration Date: 11/01/2013 Continuous Description: New business



Reporting Table	Reporting Column	Description	Where the Policy information is entered in AMS360
Policy	Canceled Policy	Indicator denoting whether the policy has been cancelled (Yes/No) Canceled Policy = 'Yes' when the latest policy transaction is Cancellation Confirmation	Cancellation - CP123409 (3/20/2009 - 3/20/2010)
Policy	Canceled Reason	Reason for Cancellation	Ready AMS Insurance Agency DSW
Policy	Canceled Date	Effective Date of the Cancellation	
Policy	Non- Renewal	Non-Renewal = Yes when the latest policy transaction is NRA, "Non- renewal notified Agency" or RWX, "Non-renewal notified PolHolder"	Create Renewal/Rewrite Policy - CP123409
Policy	Non- Renewal Date	Non-Renewal Date is the transaction effective date for NRA or RWX when one of these transactions is the latest policy transaction	To create the Renewal, enter the following information: Policy #: CP123409 Type of Business: Commercial Lines Image: Commercial Lines Effective Date: 03/20/2010 Image: Continuous Transaction: Renew policy Image: Continuous Expiration Date: 03/20/2011 Image: Continuous Continuous Renew policy Image: Continuous



Reporting Table	Reporting Column	Description	Where the Policy information is entered in AMS360
Policy	Billed DBE Premium	Billed DBE Premium is from DB Entry Billed. This is the amount that was billed on Direct Bill Entry statements.	▼ Basic Policy Information Policy #: CP54566514 Eff/Exp Date: 06/28/2015 • 06/28/2016 • Chance Continuous * Filter data entry and lines of business by Type of Business Primary Service Group Yew Policy Personnel Premium Financed Exclude from Purge Primary Service Group Yiew Policy Personnel Exclude from Purge Primary Service Group Prior Policy: CP54556514, 6/28/2015, • Renewal List: At expiration • Renewal Comments Prior Policy: CP54556514, 6/28/2015, • Renewal List: At expiration • Renewal Comments Prior Policy: CP54556514, 6/28/2015, • Business Unit • Description: • Origin: ● Date entry Signature on App: • Bill Method: • Pay Plan: • Pay Plan: • Pay Plan: • Pay Plan: • Policy Ef



Reporting Table	Reporting Column	Description	Where the Policy information is entered in AMS360
Policy	Primary Exec	Policy/Original Exec is the Primary Exec on the first invoice	File Section Transactions Operation Toolbox Window Help File Section Transactions Operation Toolbox Window Help File PL & T I I I I I I I I I I I I I I I I I I
Policy	Primary Rep	Primary Rep on a policy	Policy #: CP77819012 Eff/Exp Date: 11/01/2012 • - 11/01/2013 • Change Continuous Parent: Allstate Writing:
Policy	Original Exec	The first Exec on a policy	Type of Business: Commercial Lines Writing: Allstate Image: Filter data entry and lines of business by Type of Business Underwriter: Image: Commercial Lines Image: Business New to Agency Primary Service Group View Policy Personnel
Policy	Original Rep	Policy/Original Rep is the Primary Rep on the first invoice	Premium Financed Exclude from Purge Policy Type: Package Status: Active Prior Policy: Image: Constraint of the state of the s
Policy	Current Broker	Broker	Renewal List: At expiration Renewal Comments Business Unit Notation: Image: Comments Division: Seattle Description: Image: Comments Branch: Seattle North
Policy	Original Broker	The Broker on the first invoice	Origin: Data entry Auditable? Frequency: Signature on App: Image: Comparison of Payment Billing/Payment Image: Comparison of Payments: Bill Method: Direct bill Pay Plan: Image: Comparison of Payments:
			Payment Method: C Day of Month: When Original Exec is different from Primary Exec, an Exec change occurred after the policy was billed. When Original Rep is different from Primary Rep, a Rep change occurre after the policy was billed.
Policy	Policy Sub- Type	Flag that indicates if the row is for a policy, submission, or an accounting	Accounting policy is generated when the policy processed on a Direct Bill Entry statement is not associated with an existing policy. Accounting policies are not displayed in AMS360.
		policy (generated when processing a direct bill statement).	Valid values are: A=Accounting P=Policy
			 S=Submission



Reporting Table	Reporting Column	Description	Where th	he Policy inforr	nation is enter	d in AM	S360	
Policy	Additional Exec 1	First Additional Executive	Customer > Al	tomer Bank Broker BC, Inc. > Service Groups	Company Employe	e Vendor F	inancial Administr	ation
Policy	Additional Exec 2	Second Additional Executive	Save 2	Service Groups	1		Personnel	2
Policy	Additional Rep 1	First Additional Rep	Туре	Name 🔺	Type of Business	Primary	Type:* Name:*	 ✓ I ✓
Policy	Additional Rep 2	Second Additional Rep	Rep Exec Rep	Cooney, Atsuko Johnson, Frank Nelson, Pam	Commercial Lines Commercial Lines Financial Services		Type of Business:	Primary



Lost Business Date

Reporting Table	Reporting Column	Description	How the Day, Month, Week, and other Dates are calculated in AMS360
Lost Business Date	Calendar Month	Month Number (1-12)	Calculated from the expiration, non-renewal, or cancellation date of a policy where no other active policy exists that contains the line of business.
Lost Business Date	Calendar Week	Week Number (1-52)	
Lost Business Date	Calendar Year	Year (4 digits)	
Lost Business Date	Day Ago Date	The date one day before the Fee or Line of Business was lost	
Lost Business Date	Day Date	Date when the Fee or Line of Business was lost	
Lost Business Date	Day Name	Weekday name of the date the Fee or Line of Business was lost	
Lost Business Date	Day Of Month	Day of month when the Fee or Line of Business was lost (numeric)	
Lost Business Date	Day Of Week	Day of week when the Fee or Line of Business was lost (numeric)	



Reporting Table	Reporting Column	Description	How the Day, Month, Week, and other Dates are calculated in AMS360
Lost Business Date	Day Of Year	Day of year when the Fee or Line of Business was lost (numeric)	Calculated from the expiration, non-renewal or cancellation date of a policy where no other active policy exists that contains the line of business.
Lost Business Date	Fiscal Year	Fiscal year when the Fee or Line of Business was lost (4 digits)	
Lost Business Date	Fiscal Quarter	Fiscal quarter when the Fee or Line of Business was lost (numeric)	
Lost Business Date	Fiscal Month	Fiscal month when the Fee or Line of Business was lost (numeric)	
Lost Business Date	Month Ago Date	The date one month before the Fee or Line of Business was lost	
Lost Business Date	Month Name	Month name when the Fee or Line of Business was lost	
Lost Business Date	Quarter Ago Date	The date one quarter before the Fee or Line of Business was lost	
Lost Business Date	Week Ago Date	The date one week before the Fee or Line of Business was lost	



Reporting Table	Reporting Column	Description	How the Day, Month, Week, and other Dates are calculated in AMS360
Lost Business Date	Year Ago Date	The date one year before the Fee or Line of Business was lost	Calculated from the expiration, non-renewal or cancellation date of a policy where no other active policy exists that contains the line of business.
Lost Business Date	Year Quarter	The year and quarter when the Fee or Line of Business was lost (IE: 2012/Q1)	
Lost Business Date	Year Month	The year and month when the Fee or Line of Business was lost (IE: 2012/06)	
Lost Business Date	Calendar Month	Month Number (1-12)	
Customer Lost Date	Calendar Week	Week Number (1-52)	Calculated from the expiration, non-renewal, or cancellation date of the last policy for the customer where no other active policies exist.
Customer Lost Date	Calendar Year	Year (4 digits)	
Customer Lost Date	Day Ago Date	The date one day before the Customer was completely lost	
Customer Lost Date	Day Date	Date when the Customer was completely lost	
Customer Lost Date	Day Name	Weekday name of the date the Customer was completely lost	Calculated from the expiration, non-renewal, or cancellation date of the last policy for the customer where no other active policies exist.



Reporting Table	Reporting Column	Description	How the Day, Month, Week, and other Dates are calculated in AMS360
Customer Lost Date	Day Of Month	Day of month when the Customer was completely lost (numeric)	
Customer Lost Date	Day Of Week	Day of week when the Customer was completely lost (numeric	
Customer Lost Date	Day Of Year	Day of year when the Customer was completely lost (numeric)	
Customer Lost Date	Day Of Year	Day of year when the Customer was completely lost (numeric)	
Customer Lost Date	Fiscal Year	Fiscal year when the Customer was completely lost (4 digits)	
Customer Lost Date	Fiscal Quarter	Fiscal quarter when the Customer was completely lost (numeric)	
Customer Lost Date	Fiscal Month	Fiscal month when the Customer was completely lost (numeric)	
Customer Lost Date	Month Ago Date	The date one month before the Customer was completely lost	Calculated from the expiration, non-renewal, or cancellation date of the last policy for the customer where no other active policies exist.



Reporting Table	Reporting Column	Description	How the Day, Month, Week, and other Dates are calculated in AMS360
Customer Lost Date	Month Name	Month name when the Customer was completely lost	
Customer Lost Date	Quarter Ago Date	The date one quarter before the Customer was completely lost	
Customer Lost Date	Week Ago Date	The date one week before the Customer was completely lost	
Customer Lost Date	Year Ago Date	The date one year before the Customer was completely lost	
Customer Lost Date	Year Quarter	The year and quarter when the Customer was completely lost (IE: 2012/Q1)	
Customer Lost Date	Year Quarter	The year and quarter when the Customer was completely lost (IE: 2012/Q1	





Reporting Table	Reporting Column	Description	Where the Company information is entered in AMS360
Company	Name	Company Name	🐷 File Section Transactions Operation Toolbox Window Help
Company	Short Name	Company Short Name	Image: Second
Company	NAIC	Company NAIC	■ Basic Policy Information
Company	Company Type	Company Type (Parent Company Type)	Policy #: CP77819012 Eff/Exp Date: 11/01/2012 ▼ - 11/01/2013 ▼ Continuous Change Type of Business: Commercial Lines ✓ Filter data entry and lines of business by Type of Business

😳 Company - Allstate
File Section Operation Toolbox Help
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▼ Name
Name: Short Name: Allst Allst 12376 Underwriting Office: Service Center Best Rating: Underwriting Office: Service Center Best Rating:

Writing	Writing Co.	Writing Company
Company	Name	Name



Reporting Table	Reporting Column	Description	Where the Company information is entered in AMS360	
Writing Company	Writing Co. Short Name	Writing Company Short Name	Company - Allstate File Section Operation Toolbox Help File Section Operation Toolbox Help Writing Company Setup Name / Short Name NAIC Inactive Encompass ENCOMP 551345 N Encompass Stop Loss Carrier Best Rating Short Name ENCOMP Inactive NAIC: 551345	Update Cancel Commission Setup N