

How to see producer's commission on a billing

1. Locate Client
2. Go to Transactions

Account Locate

Locate Criteria

Locate account: Client
Locate by: Lookup Code
Lookup code begins with: LIVELLC-01

Results

Lookup Code	Account Name	Client Type	Account Status	Address 1	Address 2	City	State	ZIP Code	Phone Number	DNK
LIVELLC-01	Livestream LLC	Insured	Active	135 Morgan Avenue		Brooklyn	NY	11237	(840) 602-2060	

Primary: Livestream LLC, 135 Morgan Avenue, Brooklyn, NY 11237, United States of America, (840) 602-2060, info@livestream.com

Quicklinks

Applied Epic | Copyright 2018 Applied Systems, Inc. VEIS STERIL PRO 0.96s LOCATE

3. Highlight and double click the invoice in question

Transactions - Balance Forward

Search where: Reversed Exclude Find

Transaction Detail

Trans #	Trans Date	Policy Number	Bill	Based From Acct/Trans	Description	Amount	A/R Balance	PP	Payment ID	Line Code	Check #	Bkfs #	PPF Type	PPF	CO
128032	5/16/2016	5/16/2016	A	Livestream LLC	Renewal for Businessowners Policy	\$26,500.00	\$0.00	C	04P2225			11215	CA	TRAC02	TRU
143372	7/1/2016	7/28/2016	D	Livestream LLC	Renewal for Umbrella	\$268.00		C	CUMB			14145	CA	TRAC02	TRU
143373	7/1/2016	7/28/2016	D	Livestream LLC	Down gnt	-\$11,669.80	\$0.00	C	04P3071			14145	CA	TRAC02	TRU
158529	10/7/2016	10/7/2016	A	Livestream LLC	Renewal for Commercial Package	\$25,205.00	\$0.00	C	PAC 1613618			14287	CA	TRAC02	TRU
168481	10/17/2016	10/17/2016	A	Livestream LLC	Renewal for Umbrella	\$2,300.00		C	CUMB			14145	CA	TRAC02	TRU
168806	10/17/2016	11/28/2016	D	Livestream LLC	Renewal for Foreign Package	\$2,300.00		C	WIC			14145	CA	TRAC02	TRU
180370	11/25/2016	1/16/2017	D	Livestream LLC	Renewal for Commercial Automobile	\$12,027.00		C	CALT			14145	CA	TRAC02	TRU
198306	2/15/2017	3/28/2017	D	Livestream LLC	Renewal for Travel Accident	\$1,500.00		C	TACC			14145	CA	TRAC02	TRU
213845	6/7/2017	6/7/2017	A	Livestream LLC	Renewal for Inland Marine Floater	\$1,512.00		C	FLTR			14145	CA	TRAC02	TRU
792	387	11/25/2014	11/25/2014	89067844	Renewal for Travel Accident	\$1,500.00	\$0.00	C	04P3082419			18718	CA	TRAC02	TRU
43209	9/28	4/06/2015	5/7/2015	582390912A	15-36 Directors and Officers	\$35,789.00	\$0.00	C	D&O			BR	ARCECE-41	CO	
67776	14360	8/30/2015	8/30/2015	W54238150301	15-36 Cyber Liability	\$30,824.00	\$0.00	C	CVB			BR	ARCECE-41	CO	
67777	14360	8/30/2015	8/30/2015	W54238150301	Surplus Lines Tax	\$2,227.66	\$0.00	C	CVB			BR	ARCECE-41	CO	
67778	14360	8/30/2015	8/30/2015	W54238150301	Stamping Fee	\$60.22	\$0.00	C	CVB			BR	ARCECE-41	CO	
67779	14361	8/30/2015	8/30/2015	586610074	Excess Cyber Liability	\$7,000.00	\$0.00	C	CVB			BR	ARCECE-41	CO	
124444	25270	4/06/2016	5/10/2016	582390912A	16-17 Renewal Directors and Officers	\$35,500.00	\$0.00	C	D&O			BR	ARCECE-41	CO	
152763	30896	8/30/2016	9/13/2016	W54238160401	16-17 Cyber Liability	\$35,789.00	\$0.00	C	CVB			BR	ARCECE-41	CO	
152766	30896	8/30/2016	9/13/2016	W54238160401	Surplus Lines Tax	\$1,244.40	\$0.00	C	CVB			BR	ARCECE-41	CO	
152767	30896	8/30/2016	9/13/2016	W54238160401	Stamping Fee	\$60.22	\$0.00	C	CVB			BR	ARCECE-41	CO	
152768	30897	8/30/2016	9/13/2016	586610074	16-17 Excess Cyber Liability	\$8,500.00	\$0.00	C	CVB			BR	ARCECE-41	CO	
207964	41754	4/06/2017	5/16/2017	582390912	17-18 Directors and Officers	\$27,890.00	\$0.00	D	D&O			BR	ARCECE-41	CO	

Invoice

Invoice # 41754
Generate invoice date 5/16/2017
Last generated date 5/16/2017 3:57:13 PM

Transaction Detail

Sent to: CUST - LIVELLC-01
Livestream LLC
135 Morgan Avenue
Brooklyn, NY 11237

Acctg month: May 2017
CO: CONCA1 - Continental Casualty Company
PPE: ARCECE-01 - ABC Excess & Surplus, LLC
Installment #
Reversed #

Accounting Note

No	Split Commission
No	No

Future Account Balance

Agency	Direct
\$0.00	\$0.00

Current Account Balance

Agency	Direct
\$0.00	\$0.00

Filtered

Agency	Direct
\$0.00	\$0.00

Applied Epic | Copyright 2018 Applied Systems, Inc. VEIS STERIL PRO 0.96s TRANVIEW

4. Click on Pr/Br Commission

The screenshot shows the 'Pr/Br Commission' screen in the Applied Epic software. The left sidebar contains navigation options: Account Detail, Contacts, Opportunities, Client Contracts, Policies, Proofs of Insurance, Transactions (selected), Pr/Br Commission, Agency Commission, Premium Payables, Attachments, Claims, and Activities. The main area displays details for Item #207964, including Code: RENB - Account Current, Description: 17-18 Directors and Officers, Amount: \$17,890.00, Bill #: 179823, Item #: 207964, and Bill Agency. Below this, there are tabs for Billing and Invoice. The 'Detail' section shows Generate invoice date: 5/16/2017, Effective date: 4/26/2017, A/R due date: 5/16/2017, Accounting month: May, Production month: May, and GL account #. The 'Structure' section shows Agency: 131 - SterlingLink, Branch: SAC, Department: CLS, and Profit center: GDN. The 'General Ledger' section shows Refer #, Check #, and Check. The 'History' section shows Entered: 5/16/2017 3:53:22 PM - CMARIN and Last updated: 6/7/2017 3:24:08 PM - JSANCIO. The 'Reversal/Void' section shows Item reversal #, Void refer #, Reason, and Details. The 'Status' section shows Item Balance: Receivable \$6.00, Payable Open. The bottom status bar shows Applied Epic | Copyright 2016 Applied Systems, Inc., Insured, Active, HES, STERIL, PROC, 0.6h, TRANDET.

5. The following screen will open and all commission information in there.

The screenshot shows the 'Earned' section of the Pr/Br Commission screen. The left sidebar is the same as in the previous screenshot. The main area displays a table of earned commissions. The table has columns: Split #, Line, Order #, P/B, P/B Code, Acctg Month, Trans, Trans Amount, P/B Type, P/B %, P/B Partial, P/B Unearned, P/B Full, AB Com Method, DB Com Method, Discrepancy, and Advanced. The table contains one row with the following data: Split # 1, Line D&O, Order # 0, P/B PPAY, P/B Code DOUBLE, Acctg Month June 2017, Trans APOR, Trans Amount -17,890.00, P/B Type #, P/B % 30.0000%, P/B Partial \$536.70, P/B Unearned \$0.00, P/B Full \$536.70, AB Com Method Full, DB Com Method Full, Discrepancy, and Advanced. To the right of the table, there is a summary section showing Commission invoiced: \$536.70, Commission adjusted: \$0.00, and Total accrued commission: \$536.70. The bottom status bar shows Applied Epic | Copyright 2016 Applied Systems, Inc., Insured, Active, HES, STERIL, PROC, 0.6h, TOTLPRCM.

Split #	Line	Order #	P/B	P/B Code	Acctg Month	Trans	Trans Amount	P/B Type	P/B %	P/B Partial	P/B Unearned	P/B Full	AB Com Method	DB Com Method	Discrepancy	Advanced
1	D&O	0	PPAY	DOUBLE	June 2017	APOR	-17,890.00	#	30.0000%	\$536.70	\$0.00	\$536.70	Full	Full		

Commission invoiced: \$536.70
Commission adjusted: \$0.00
Total accrued commission: \$536.70

Commission partially earned: \$536.70
Commission written off: \$0.00
Commission fully earned: \$536.70