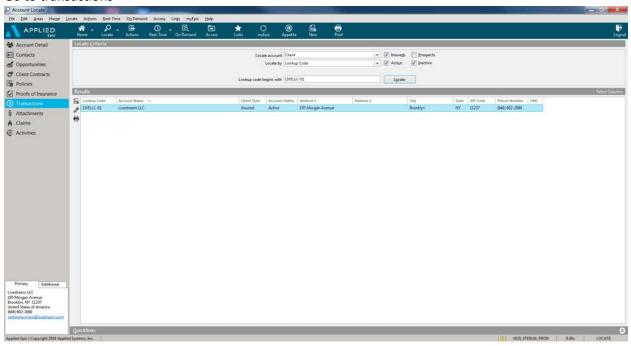
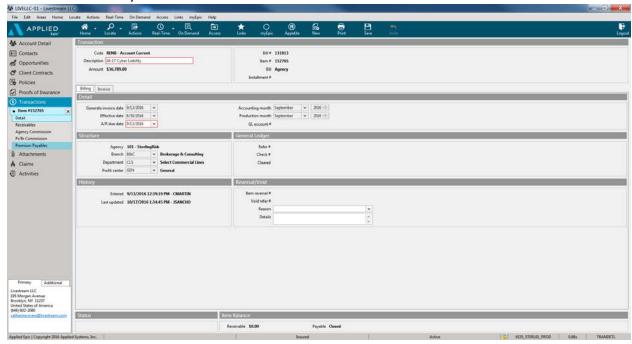
How to see if payment was made to the carrier

- 1. Locate client
- 2. Go to transactions



- 3. Highlight & double click on the invoice in question
- 4. Click on Premium Payables



- 5. The following screen will open, in the middle of the screen where it says reconciled there is all payment to the carrier information. Two very important points.
 - If there is a number under "GL REFER, this mean that we have sent the payment to the carrier as a Wire Transfer
 - If there is a number under "CHECK", this mean a physical check was mailed to the carrier.
 - If you keep moving to the right you will find the date, amount and the name of the person who processed the payment.

