

## How to see if payment was made to the carrier

1. Locate client
2. Go to transactions

Account Locate

File Edit Areas Home Locate Actions Real-Time On Demand Access Links myEpic Help

APPLIED Epic

Home Locate Actions Real-Time On Demand Access Links myEpic Applets New Print Logout

Account Detail  
Contacts  
Opportunities  
Client Contracts  
Policies  
Proofs of Insurance  
**Transactions**  
Attachments  
Claims  
Activities

Locate Criteria

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

Locate

Results

Lookup Code	Account Name	Client Type	Account Status	Address 1	Address 2	City	State	ZIP Code	Phone Number	EMC
LIVELLC-01	Livestream LLC	Insured	Active	195 Morgan Avenue		Brooklyn	NY	11237	(846) 652-2080	

Quicklinks

Primary: Livestream LLC  
195 Morgan Avenue  
Brooklyn, NY 11237  
United States of America  
(846) 652-2080  
calhorne.diana@livestream.com

Additional:

Applied Epic | Copyright 2016 Applied Systems, Inc.

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

LIVELLC-01 - Livestream LLC

File Edit Areas Home Locate Actions Real-Time On Demand Access Links myEpic Help

APPLIED Epic

Home Locate Actions Real-Time On Demand Access Links myEpic Applets New Print Save Links Logout

Account Detail  
Contacts  
Opportunities  
Client Contracts  
Policies  
Proofs of Insurance  
**Transactions**  
Detail  
Receivables  
Agency Commission  
Profit Commission  
**Premium Payables**  
Attachments  
Claims  
Activities

Transaction

Code: RENB - Account Current  
Description: 16-17 Cyber Liability  
Amount: \$16,177.00

Bill # 131813  
Item # 152795  
Bill Agency  
Installment #

Billing Invoice

Detail

Generate invoice date: 9/13/2016  
Effective date: 8/30/2016  
A/R due date: 9/13/2016

Accounting month: September 2016  
Production month: September 2016  
GL account #

Structure

Agency: 301 - SterlingLink  
Branch: B6C  
Department: CLS  
Profit center: GEN

General Ledger

Refer #  
Check #  
Cleared

History

Entered: 9/13/2016 12:38:19 PM - MARTIN  
Last updated: 10/17/2016 13:45 PM - JSANCHO

Reversal/Void

Item reversal #  
Void refer #  
Reason  
Details

Status

Item Balance

Receivable: \$0.00  
Payable: Closed

Primary: Livestream LLC  
195 Morgan Avenue  
Brooklyn, NY 11237  
United States of America  
(846) 652-2080  
calhorne.diana@livestream.com

Additional:

Applied Epic | Copyright 2016 Applied Systems, Inc.

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.

**Reconciled**

Split #	Line	Policy Number	PPF Type	PPF	Pay Contract Type	Acctg Month	Trans	Description	Master Stmt #	Stmt #	GL Type	GL Refer	Check #	Amount	PaymentID	Receiving...	GL Effective	GL Amount	Payment A...	Entered By
1	CYB	W0421810401	BR	ARCCECE-01	R	October 2016	PVPM	Reconciliation P...	17975	13948	D	2085		\$33,110.10			10/08/2016	\$157,238.32		CPANSE

**Summary:**

Payables invoiced	\$13,110.10
Adjusted	\$0.00
<b>Total payables</b>	<b>\$13,110.10</b>

  

Payables reconciled	\$13,110.10
Payables written off	\$0.00

6.