APPLIED EPIC

REAGAN CONSULTING BEST PRACTICES

DATA COLLECTION FILE

JOB AIDE

January 2019

Copyright Statement and Disclaimer

INCOME STATEMENT TAB

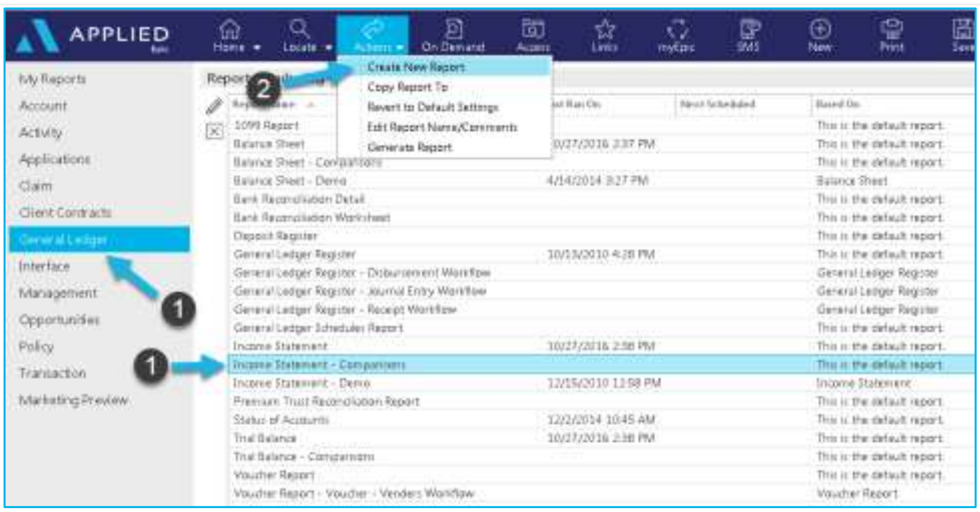
The following is provided to assist in producing reports from the Applied Epic system necessary to complete the Income Statement DATA ENTRY tab in the 2019 Collection File for the Reagan Consulting Best Practices Survey.

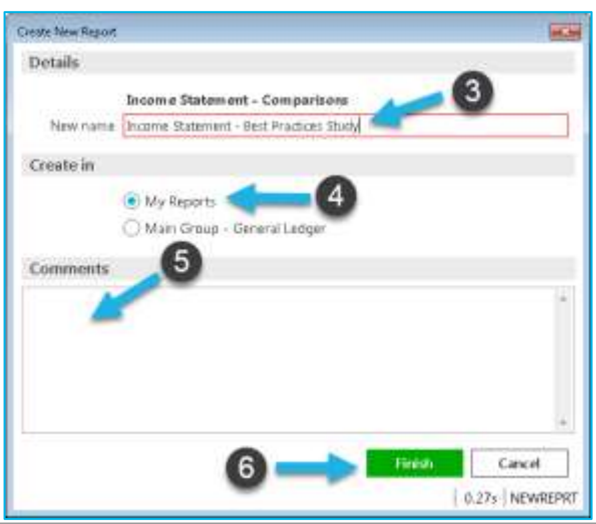
This Job Aid will use the Income Statement and Status of Accounts reports. It is important that you begin with default version of these reports. If you have modified the default version of these reports, you will want to save your versions as a new report so that you can revert back to the default version of these two reports.

To revert a report back to the default version:

- Select the report and
- Select Actions > Revert to Default Report

Income Statement

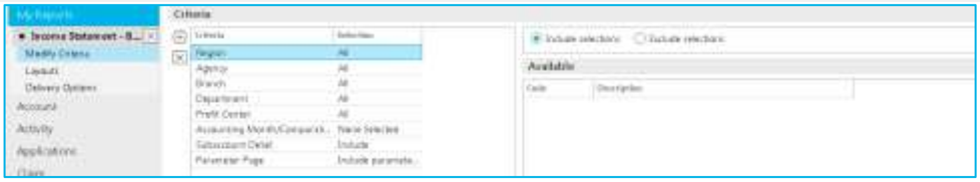


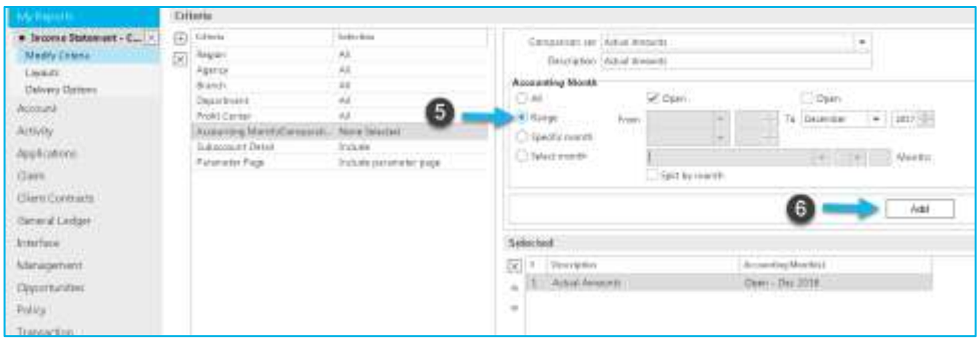


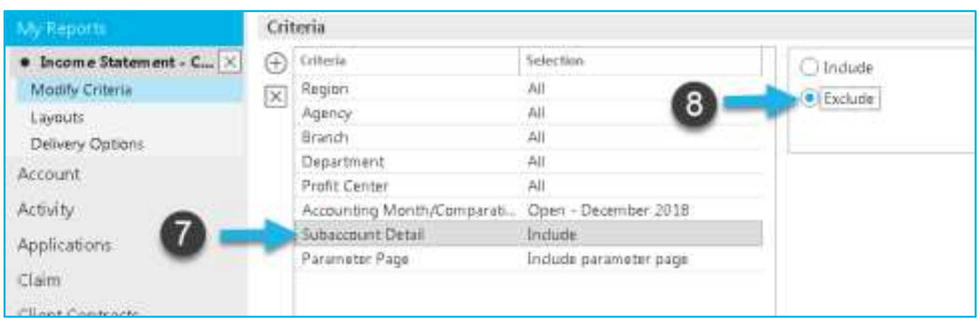
Steps

Create Copy of Income Report

1. From Reports/Marketing > General Ledger, select Income Statement – Comparisons report.
2. Click Actions > Create New Report.
3. Enter report name (i.e. "Income Statement – Best Practices Study").
4. Ensure the My Reports radio button is selected.
5. Add Comments to describe purpose of report as desired.
6. Click Finish.







Modify the Report Criteria

Once you select Finish, the system will automatically navigate you to My Reports and open the newly created report. You will be in the Modify Criteria area on the Navigation Panel.

If this doesn't occur, perform these steps manually.

1. Select the Accounting Month/Comparatives criteria.
2. Set the Comparison Set to Actual Amounts.
3. Set the Accounting Month to a Range through the last month of your current fiscal year (i.e. Open to December 2018.
4. Select Add.
5. Adjust the Accounting Month Range through the last month of the prior fiscal year (i.e. Open to December 2017).
6. Select Add again.
7. Select the Subaccount Detail criteria.
8. Select Exclude (the sub detail is not needed in the survey).

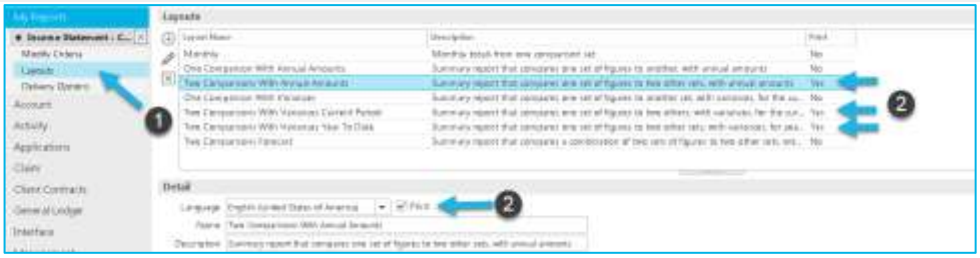
Remove / Select Layouts

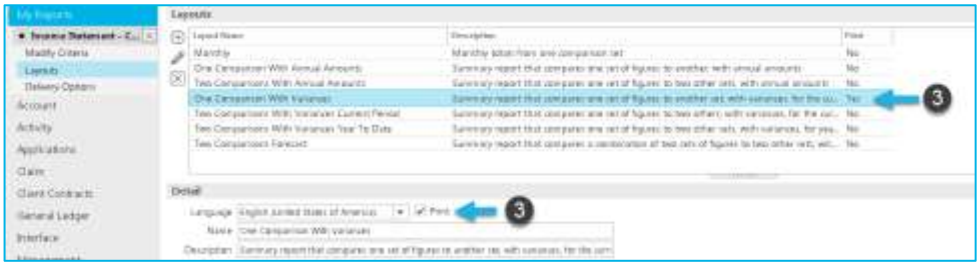
Because the default Income Statement – Comparisons report comes with 7 different layouts, you need to deselect the Print option from all layouts but 1 (or delete the unnecessary layouts all together).

1. Select Layouts from the Navigation Panel.

2. With the exception of the One Comparison With Variances, select each layout that has a "Yes" indicator in the Print column and uncheck the Print checkbox in the Detail section.

3. On the One Comparison With Variances layout, make certain the Print checkbox is checked and the Print column reads "Yes".



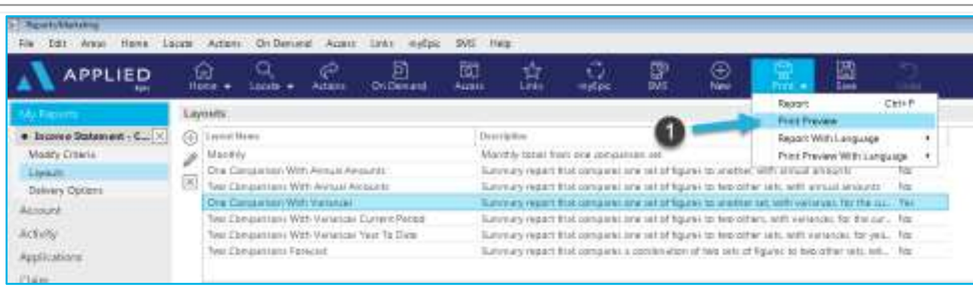


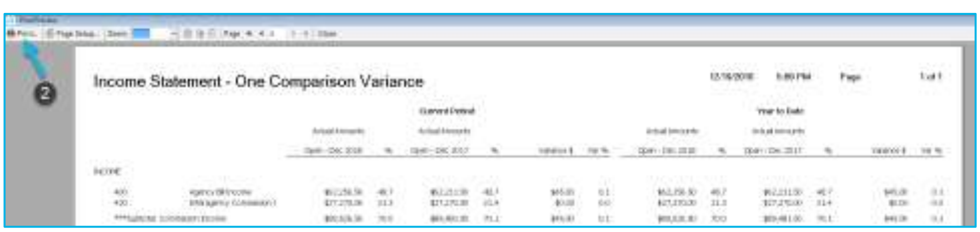
Print/Preview the Report

1. From the Options Bar, select Print > Print Preview.

2. You can use the Print function from the viewed report if you need physical copies.

NOTE: You can also use the Actions > Generate Report function and it will be delivered per your options set in 'Delivery Methods' in the Navigation Panel.

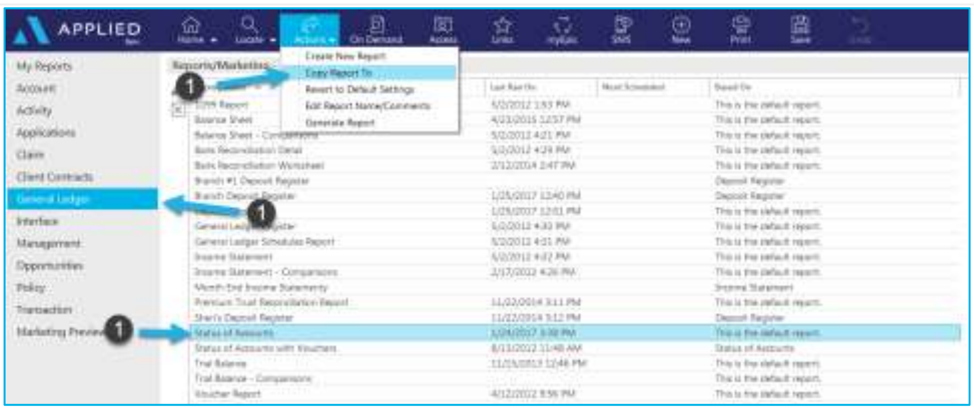


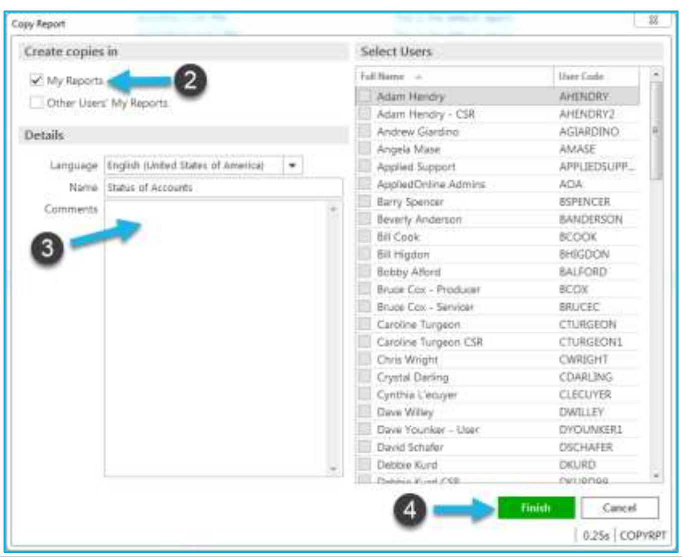


Transfer expense numbers to survey

Note: to complete the Income Statement DATA ENTRY tab, you may need to manually combine (or separate) amounts based on how your Chart of Accounts is structured to align with the categories as presented in the Collection File

Income Statement – Expense Detail

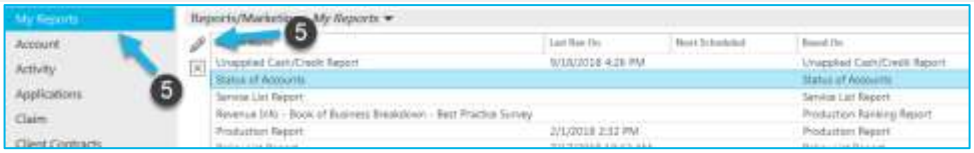


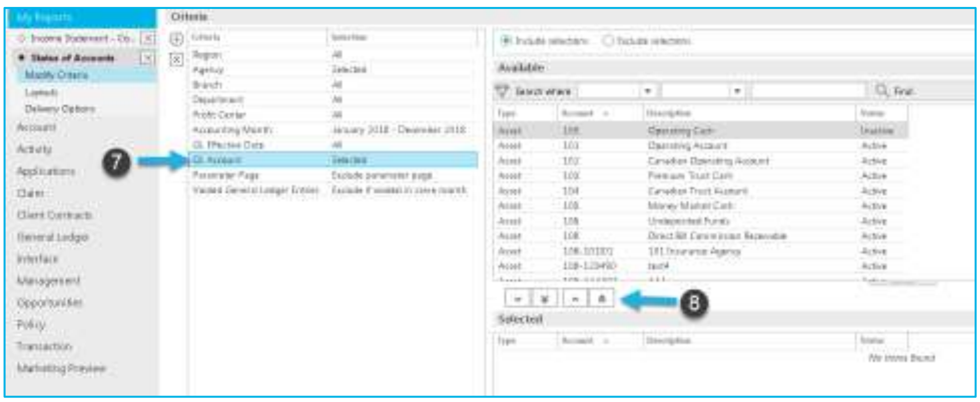


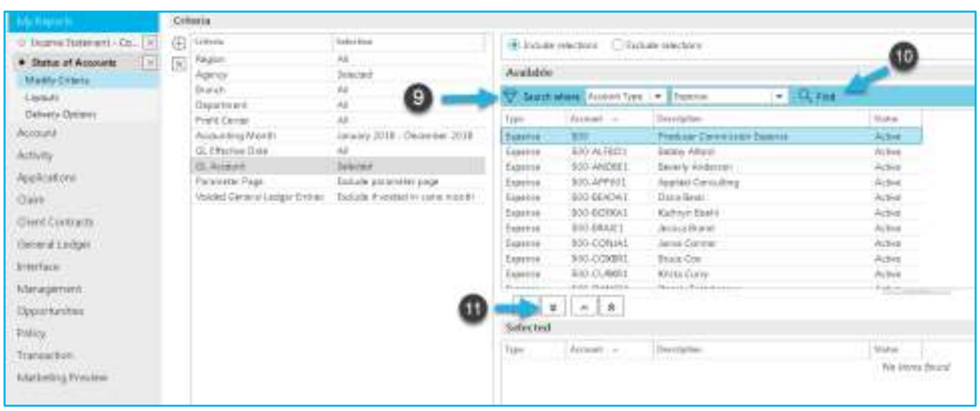
Steps

If expense items in the Income Statement need to be broken out in order to provide the BPS detail, use the 'Status of Accounts' report to obtain

1. From Reports/Marketing > General Ledger > Status of Accounts, click Actions > Copy Report To.
2. Check 'My Reports' box.
3. Provide Comments if desired.
4. Click 'Finish'.







Modify Criteria

5. Edit the Status of Accounts report in My Reports.

6. Stay on Modify Criteria screen. Edit Accounting Month criterion and select Range radio button. The range should reflect year being reported on (i.e. Jan 2018 – Dec 2018).

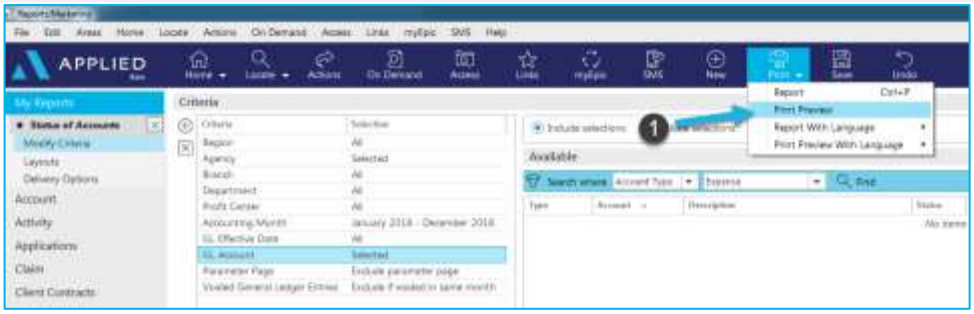
7. Select the GL Account criteria.

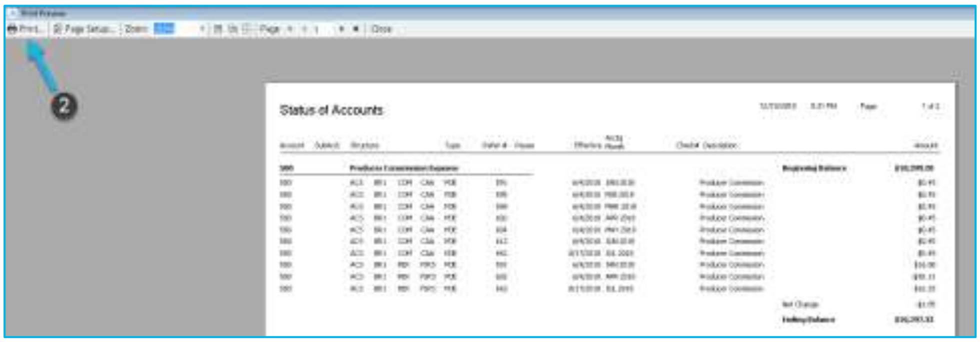
8. Remove all currently selected accounts from the Selected frame using the double up arrow button.

9. Use the Search where bar set to Account Type and Expense to find all Expense GL accounts.

10. Click Find.

11. Use the double down arrow button to move all into the Selected area. If detail is needed on only a select number of Expense accounts, use the single down arrow to move just those accounts to the Selected area. *Note: use the Ctrl and Shift keys to multi-select accounts.*





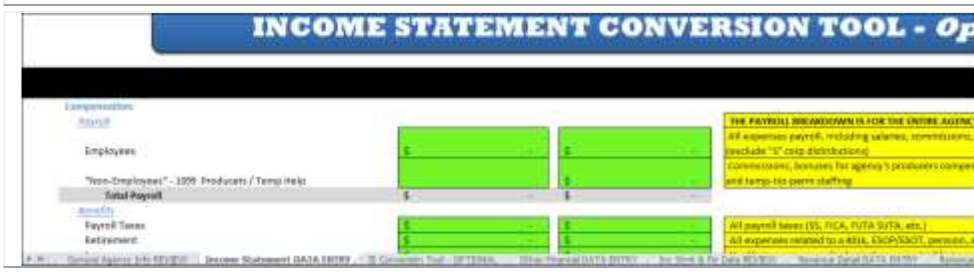
Print/Preview the Report

1. From the options bar, select Print > Preview to view your report on screen. This function is available for all reports. (Sample report shown)

2. You can use the Print function from the viewed report if you need physical copies.

NOTE: You can also use the Actions > Generate Report function and it will be delivered per your options set in 'Delivery Methods' in the Navigation Panel.

Upon exiting the report via the "x" in navigation panel, it is not necessary to Save the changes, unless you need it for the future.



Transfer expense numbers to survey

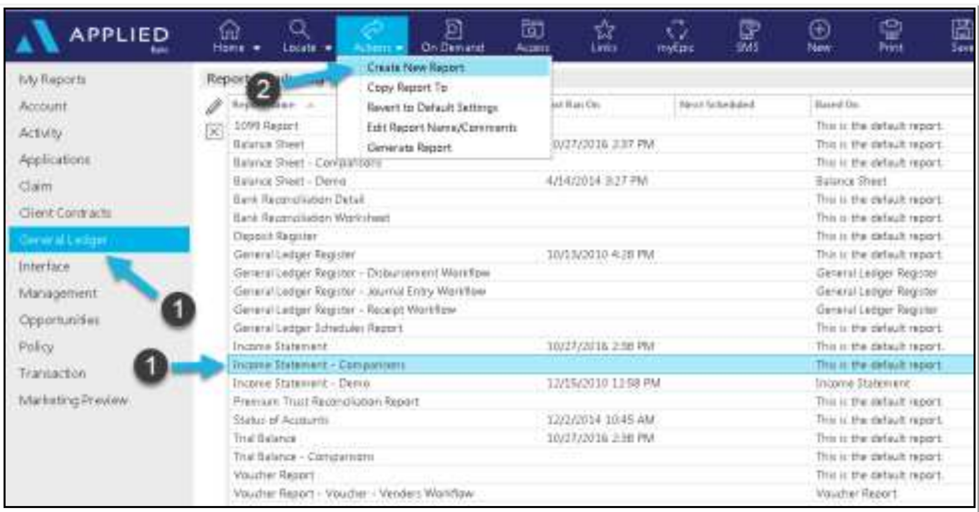
The following is provided to assist in producing reports from the Applied Epic system necessary to complete the Income Statement DATA ENTRY tab (Income BY DEPARTMENT) in the 2019 Collection File for the Reagan Consulting Best Practices Survey.

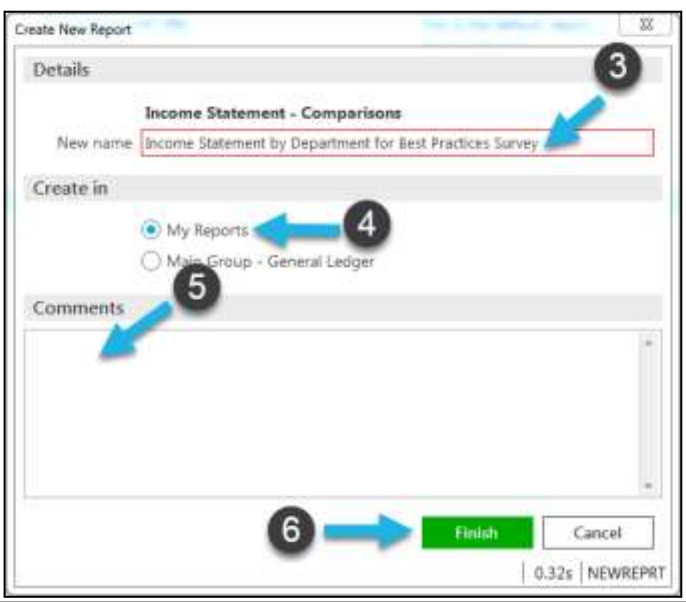
This Job Aid will use the Income Statement - Comparisons report. It is important that you begin with default version of this report. If you have modified the default version of the report, you will want to save your versions as a new report so that you can revert back to the default version of this report.

To revert a report back to the default version:

- Select the report and
- Select Actions > Revert to Default Report

Income by Department

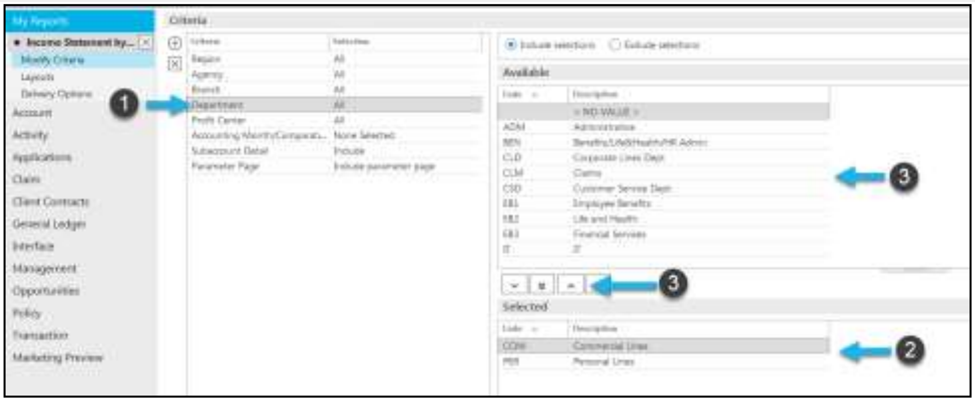




Steps

Create Copy of Income Statement

1. From Reports/Marketing > General Ledger, select the “Income Statement – Comparisons” report.
2. Click Actions > Create New Report
3. Enter report name (i.e. “Income Statement by Department for Best Practices Survey”).
4. Ensure the My Reports radio button is selected.
5. Add Comments to describe purpose of report as desired.
6. Click Finish.

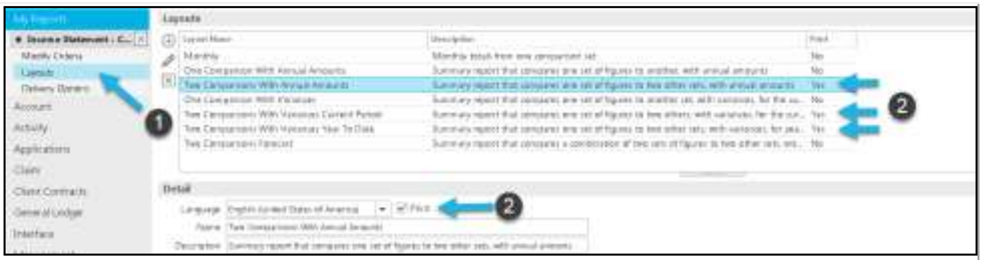


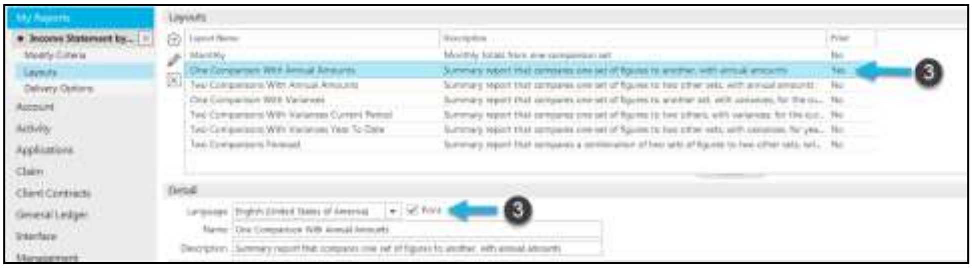
Modify the Report Criteria

Once you select Finish, the system will automatically navigate you to My Reports and open the newly created report. You will be in the Modify Criteria area on the Navigation Panel.

If this doesn't occur, perform these steps manually.

1. Select the Department criterion.
2. Select each non-P&C department listed in the Selected area.
3. Use the single up arrow to deselect all non-P&C departments and move them to the Available area.
4. Select the Accounting Month/Comparatives criterion.
5. Set the Comparison Set to Actual Amounts.
6. Set the Accounting Month to a Range through the last month of your current fiscal year (i.e. Open to December 2018.
7. Select Add.
8. Adjust the Accounting Month Range through the last month of the prior fiscal year (i.e. Open to December 2017).
9. Select Add again.
10. Select the Subaccount Detail criterion.
11. Select Exclude (the sub detail is not needed in the survey).





Remove / Select Layouts

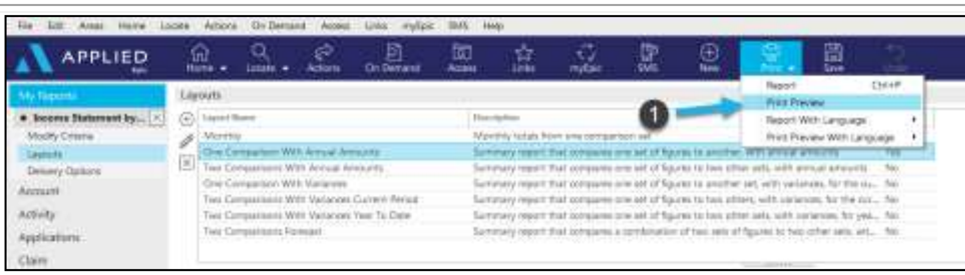
Because the default Income Statement – Comparisons report comes with 7 different layouts, you need to deselect the Print option from all layouts but 1 (or delete the unnecessary layouts all together).

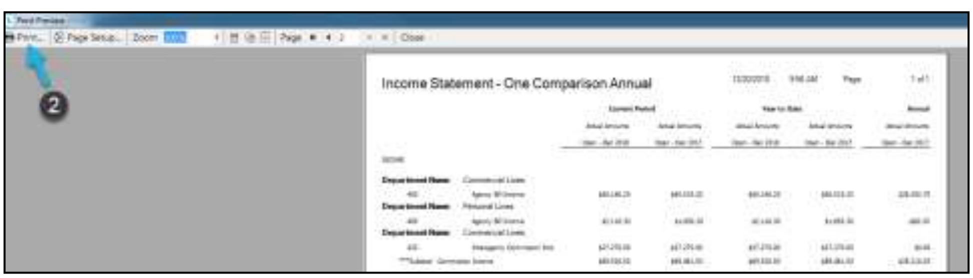
1. Select Layouts from the Navigation Panel.
2. With the exception of the One Comparison With Annual Amounts, select each layout that has a "Yes" indicator in the Print column and uncheck the Print checkbox in the Detail section.
3. On the One Comparison With Annual Amounts layout, make certain the Print checkbox is checked and the Print column reads "Yes".

Modify the Report Layout

1. Edit the One Comparison With Annual Amounts layout.
2. In the Data tab, double-click the 'Income Statement - Comparisons' folder and select the Department Name field.
3. Drag and drop it into the Major Sort area
4. Set the PageBreak property to False

Close the layout (File > Exit or little 'x' in upper right corner). Choose the Save All option.





Print/Preview the Report

1. From the Options Bar, select Print > Print Preview.

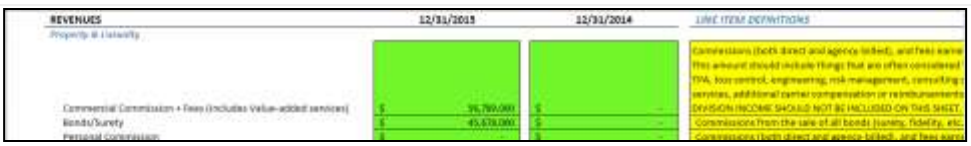
2. You can use the Print function from the viewed report if you need physical copies.

NOTE: You can also use the Actions > Generate Report function and it will be delivered per your options set in ‘Delivery Methods’ in the Navigation Panel.

Re-Run for Benefits Departments

1. Select Modify Criteria in Navigation Panel.
2. Select the Department criterion.
3. Move the selected P&C departments up into the Available area using the double up arrow.
4. Move each Benefits related department down into the Selected area using the single down arrow.

Follow same steps as above to print preview or generate report.



Transfer expense numbers to survey

Be sure to use the data from both reports you ran (the one with P&C departments and the one with Benefits departments).

PRO FORMA TAB

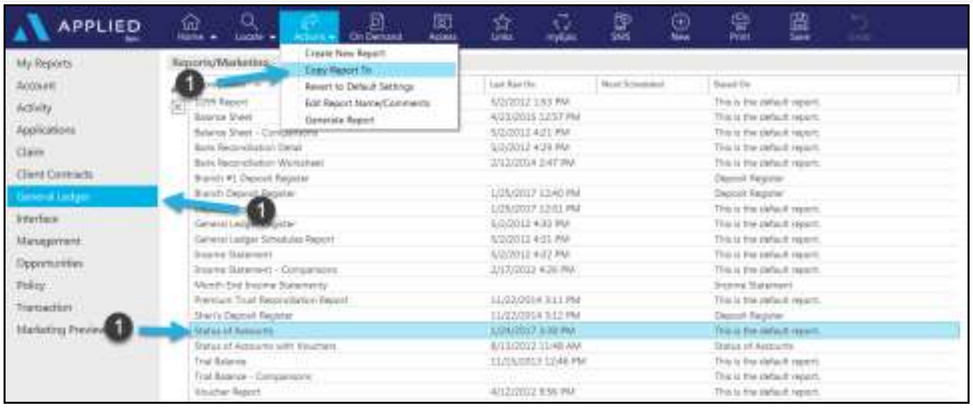
The following is provided to assist in producing reports from the Applied Epic system necessary to complete the Other Financial Data tab in the 2019 Collection File for the Reagan Consulting Best Practices Survey.

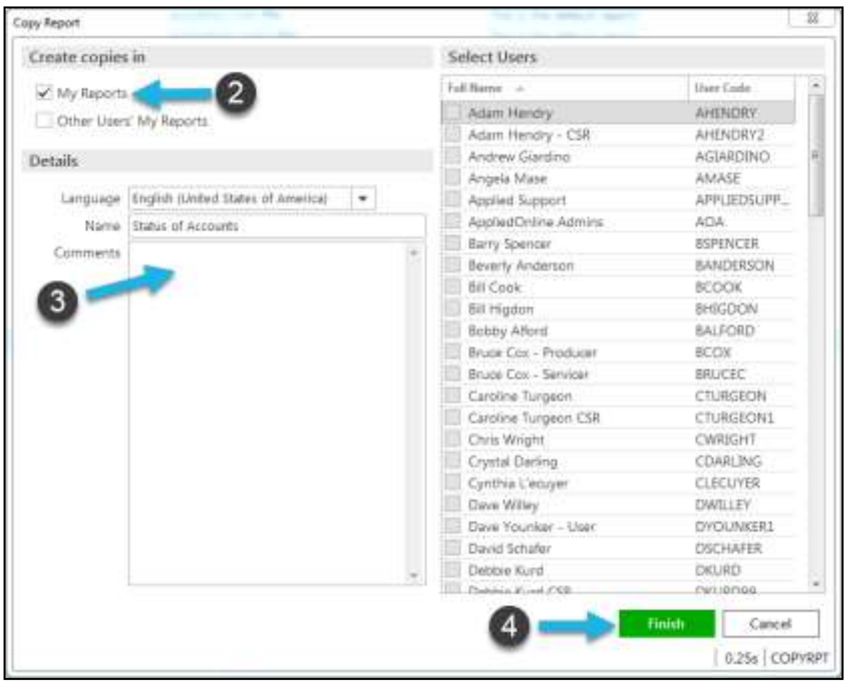
This Job Aid will use the Income Statement and Status of Accounts reports. It is important that you begin with default version of these reports. If you have modified the default version of these reports, you will want to save your versions as a new report so that you can revert back to the default version of these two reports.

To revert a report back to the default version:

- Select the report and
- Select Actions > Revert to Default Report

Pro Forma Adjustments	Steps
APPLIED EPIC REAGAN CONSULTING BEST PRACTICES COLLECTION FILE JOB AID **INCOME STATEMENT DATA ENTRY TAB** **December 2018**	***Pro Forma Adjustments:*** These will likely be manually generated numbers using the Status of Accounts report to acquire detail by GL. If specific accounts were created by your organization and are line items on your Income Statement, refer to the Job Aid for the Income Statement Data Entry tab and pull your numbers from there. If not, see GL Detail instructions below.

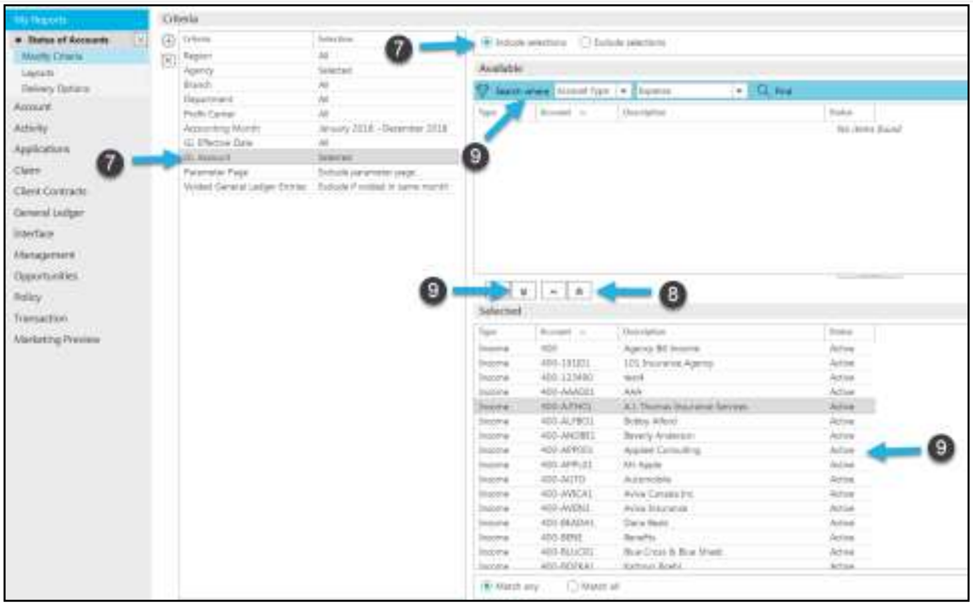


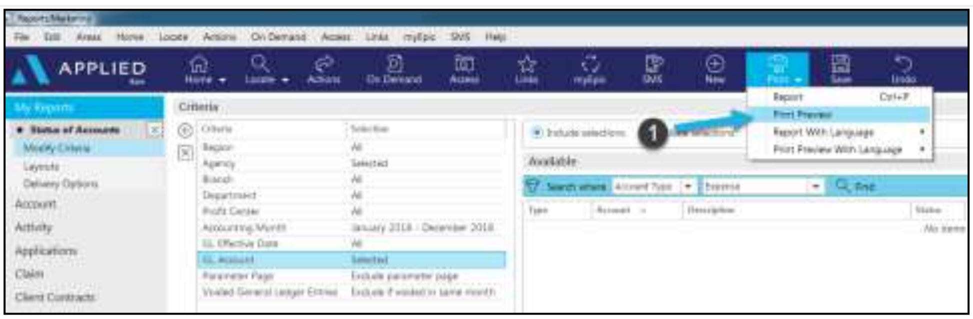


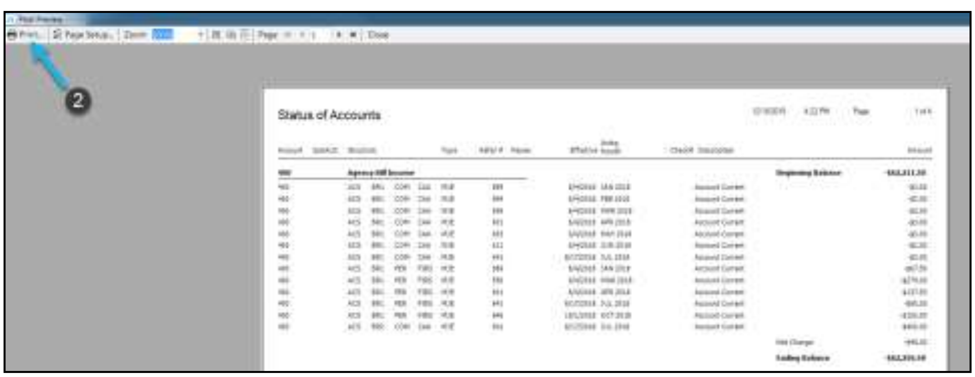
GL Account Detail

NOTE: If income items in the Income Statement need to be broken out in order to provide the BPS detail, use the 'Status of Account' report to obtain

1. From Reports/Marketing > General Ledger > Status of Accounts, click Actions > Copy Report To.
2. Check 'My Reports' box.
3. Provide Comments if desired.
4. Click 'Finish'.
5. Edit the Status of Accounts report in My Reports.
6. Stay on Modify Criteria screen. Edit Accounting Month criterion and select Range radio button. The range should reflect year being reported on (i.e. Jan 2018 – Dec 2018).
7. Edit GL Account criterion and ensure 'Include selection' radio button is selected.
8. Initially move all accounts up into the Selected list.
9. Select which accounts you need to break out items for the BPS and move them into the Selected list. *Note: you can filter for specific account types (i.e. income or expense) and use the double down arrow to move all accounts or multi-select and use the single down arrow to move specific accounts.*







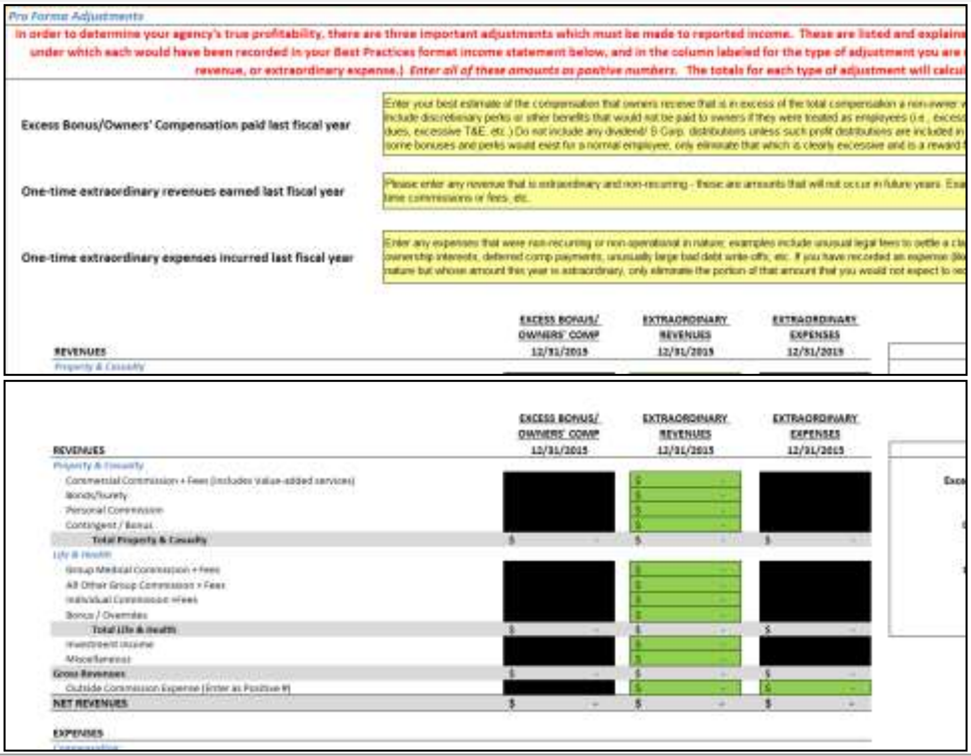
Print/Preview the Report

1. From the options bar, select Print > Preview to view your report on screen. This function is available for all reports. (Sample report shown)

2. You can use the Print function from the viewed report if you need physical copies.

NOTE: You can also use the Actions > Generate Report function and it will be delivered per your options set in 'Delivery Methods' in the Navigation Panel.

Upon exiting the report via the "x" in navigation panel, it is not necessary to Save the changes, unless you need it for the future.



Transfer data to survey

OTHER FINANCIAL DATA – ACQUISITIONS & DIVESTITURES

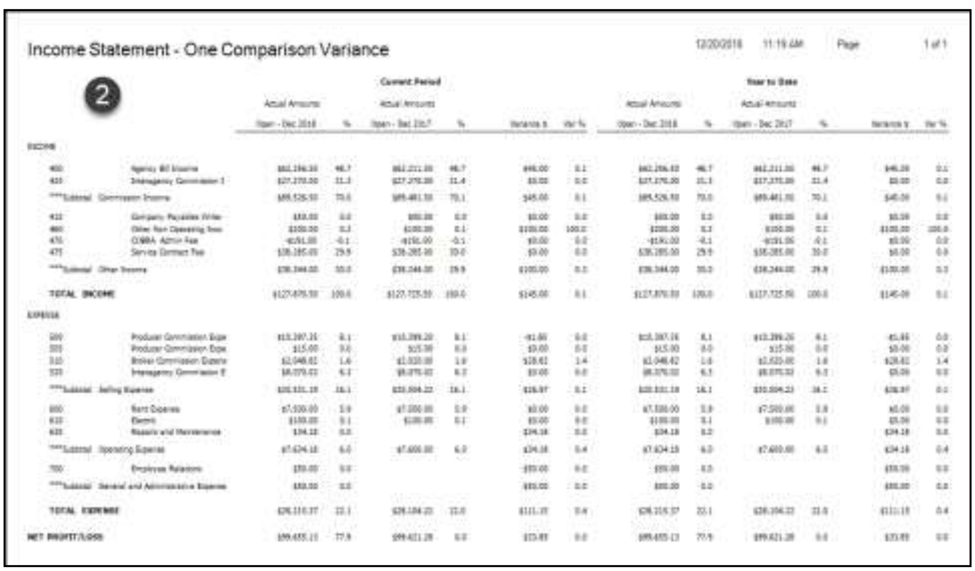
The following is provided to assist in producing reports from the Applied Epic system necessary to complete the Other Financial Data tab in the 2019 Collection File for the Reagan Consulting Best Practices Survey.

This Job Aid will use the Income Statement and Status of Accounts reports. It is important that you begin with default version of these reports. If you have modified the default version of these reports, you will want to save your versions as a new report so that you can revert back to the default version of these two reports.

To revert a report back to the default version:

- Select the report and
- Select Actions > Revert to Default Report

Acquisition and Divestiture Information

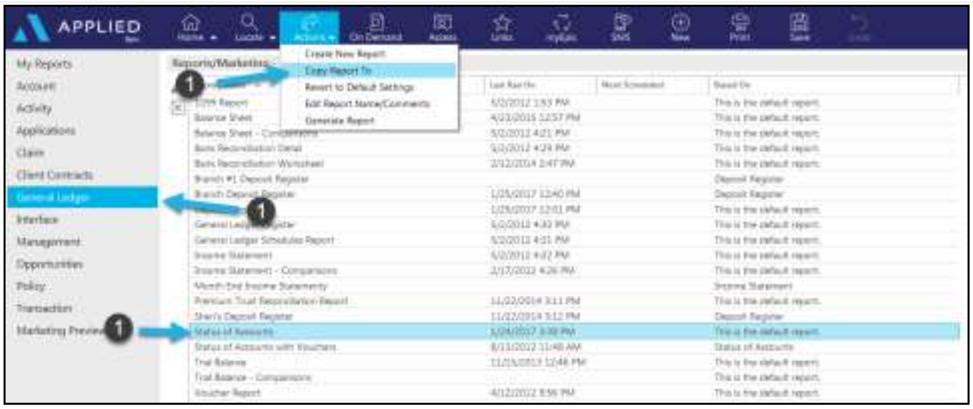


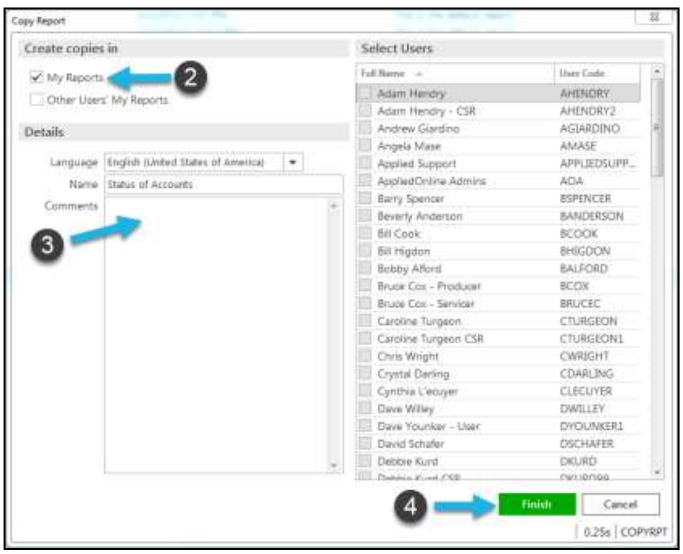
Steps

Utilize Copy of Income Statement report created

1. See Job Aid for Income Statement Data Entry.
2. Locate Income/Expense items for Acquisitions/Divestitures and enter in BPS.

Where multiple such transactions exist, utilize the Status of Accounts. See GL Account Detail below.





GL Account Detail

If expense items in the Income Statement need to be broken out in order to provide the BPS detail, use the ‘Status of Accounts’ report to obtain

1. From Reports/Marketing > General Ledger > Status of Accounts, click Actions > Copy Report To.

2. Check ‘My Reports’ box.

3. Provide Comments if desired.

4. Click ‘Finish’.

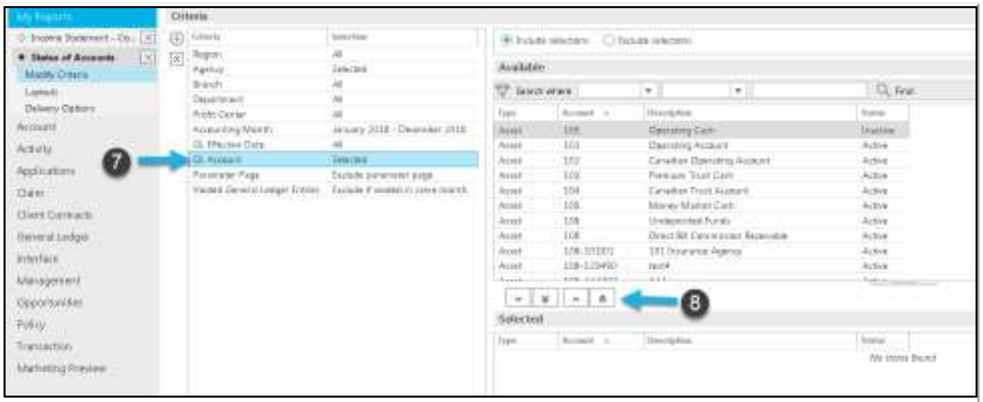
Modify Criteria

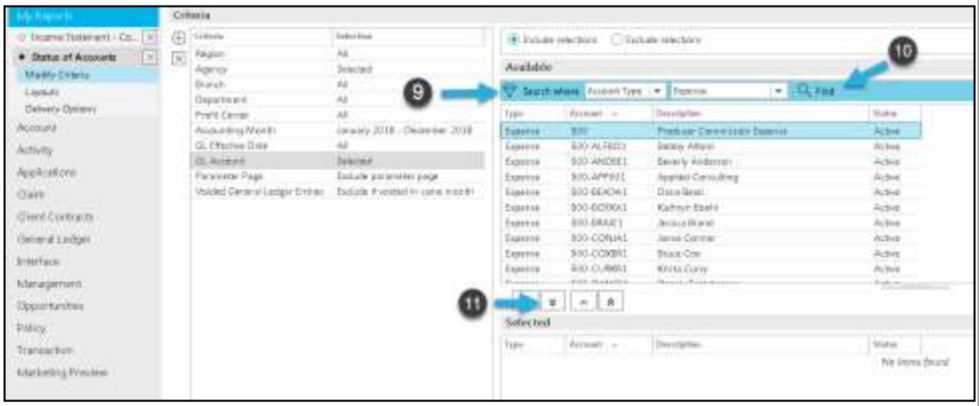
5. Edit the Status of Accounts report in My Reports.

6. Stay on Modify Criteria screen. Edit Accounting Month criterion and select Range radio button. The range should reflect year being reported on (i.e. Jan 2018 – Dec 2018).

7. Select the GL Account criteria.

8. Remove all currently selected accounts from the Selected frame using the double up arrow button.

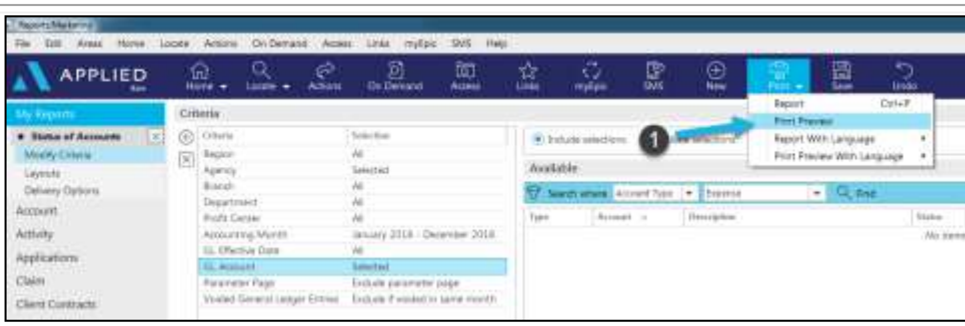


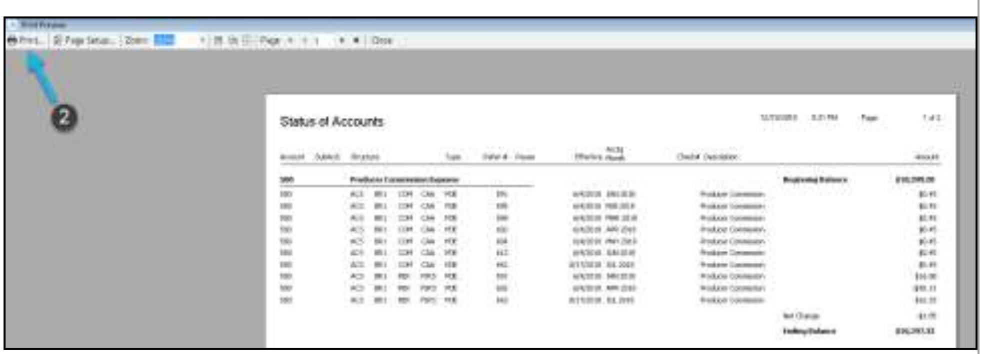


9. Use the Search where bar set to Account Type and Expense to find all Expense GL accounts.

10. Click Find.

11. Use the double down arrow button to move all into the Selected area. If detail is needed on only a select number of Expense accounts, use the single down arrow to move just those accounts to the Selected area. *Note: use the Ctrl and Shift keys to multi-select accounts.*





Print/Preview the Report

1. From the options bar, select Print > Preview to view your report on screen. This function is available for all reports. (Sample report shown)

2. You can use the Print function from the viewed report if you need physical copies.

NOTE: You can also use the Actions > Generate Report function and it will be delivered per your options set in 'Delivery Methods' in the Navigation Panel.

Upon exiting the report via the "x" in navigation panel, it is not necessary to Save the changes, unless you need it for the future.

	***Transfer expense numbers to survey***

OTHER FINANCIAL DATA ENTRY – FINANCIAL STABILITY

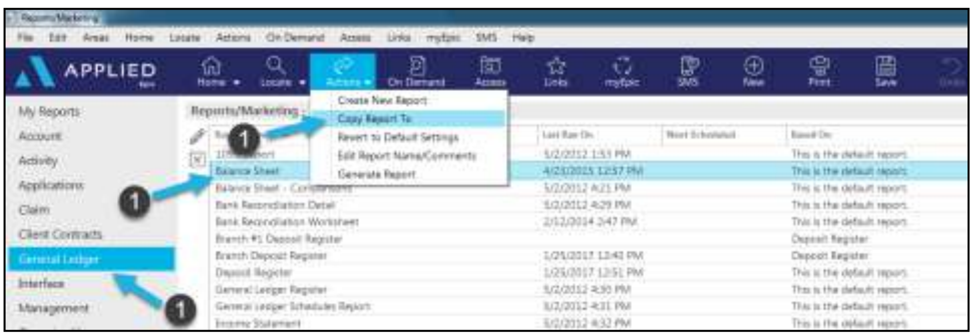
The following is provided to assist in producing reports from the Applied Epic system necessary to complete the Other Financial tab in the 2019 Collection File for the Reagan Consulting Best Practices Survey.

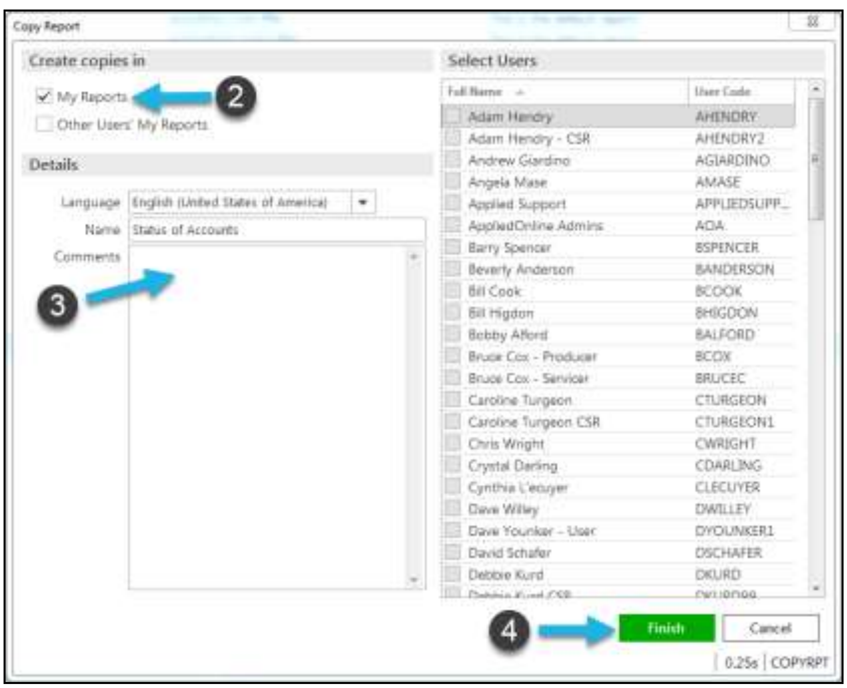
This Job Aid will use the Balance Sheet, Income Statement, Balancing Current Receivables, and Status of Accounts reports. It is important that you begin with default version of these reports. If you have modified the default version of these reports, you will want to save your versions as a new report so that you can revert back to the default version of these two reports.

To revert a report back to the default version:

- Select the report and
- Select Actions > Revert to Default Report

Financial Stability – Assets/Liabilities/Equity



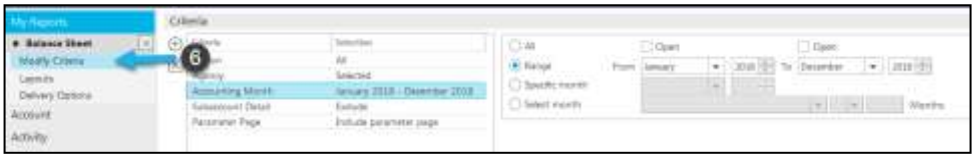


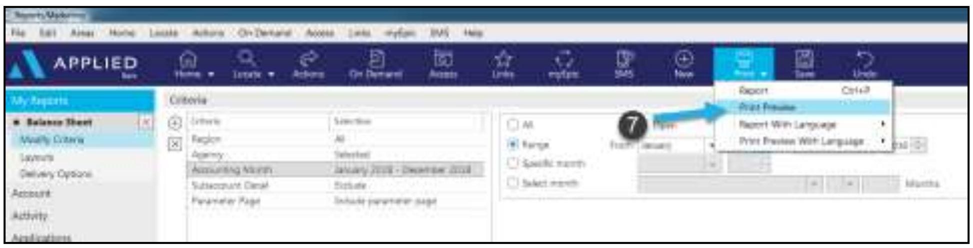
Steps

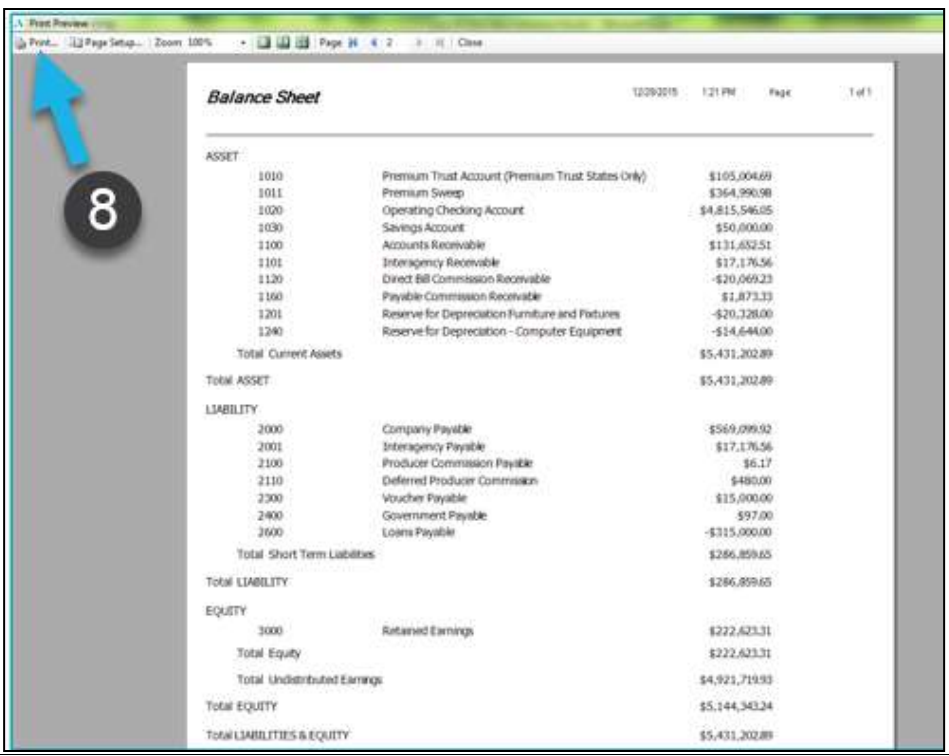
Current Assets, Liabilities, Intangible Assets, Stockholders Equity

All of these items should be visible on the Balance Sheet which can be run to include/exclude Sub-Accounts as needed and/or complimented by a Status of Account report (GL Detail & Print instructions below).

1. From Reports/Marketing > General Ledger > Balance Sheet report, click Actions > Copy Report To.
2. Check 'My Reports' box.
3. Provide Comments if desired.
4. Click 'Finish'.
5. From My Reports, click Edit button.
6. Modify Criteria as needed for BPS detail.
7. From the options bar, select Print > Preview to view your report on screen. This function is available for all reports. (Sample report shown)





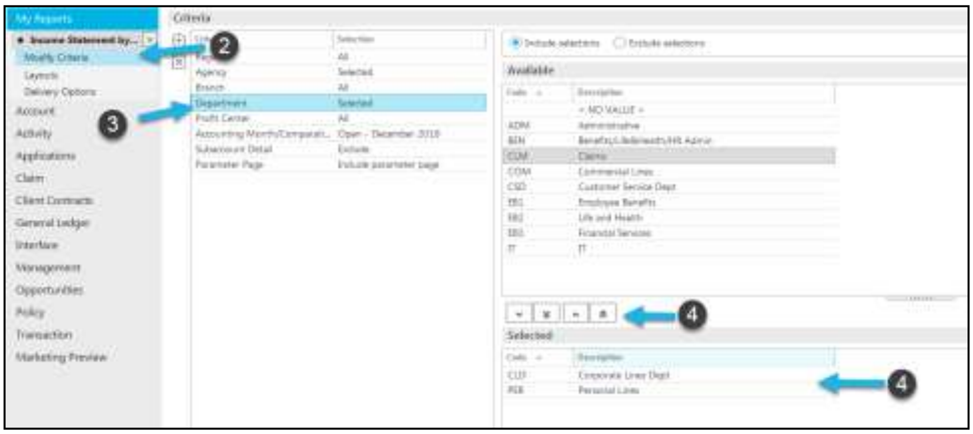


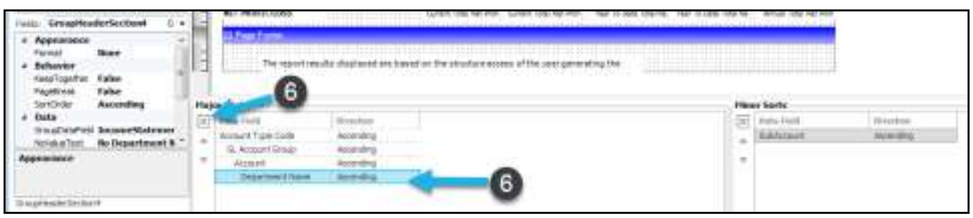
Balance Sheet 12/20/2015 1:21 PM Page 1 of 1

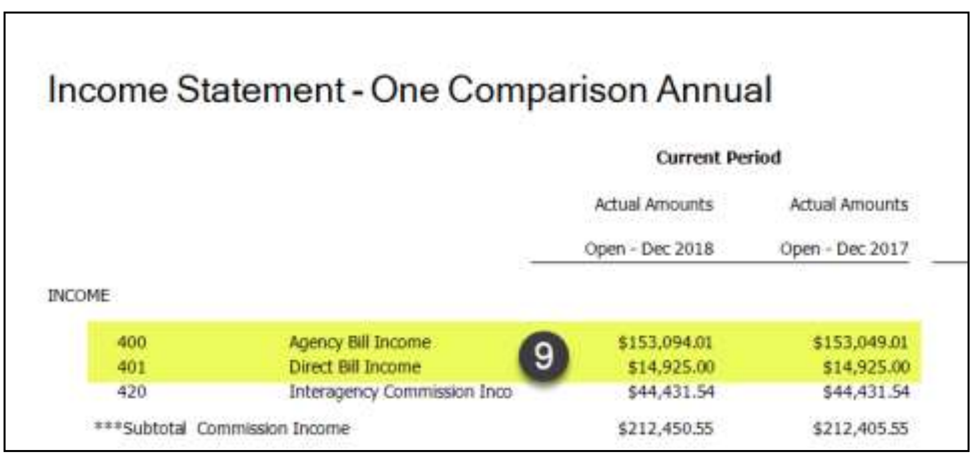
ASSET			
	1010	Premium Trust Account (Premium Trust States Only)	$105,004.69
	1011	Premium Sweep	$364,990.98
	1020	Operating Checking Account	$4,815,546.05
	1030	Savings Account	$50,000.00
	1100	Accounts Receivable	$131,652.51
	1101	Interagency Receivable	$17,176.56
	1120	Direct Bill Commission Receivable	-$20,069.23
	1160	Payable Commission Receivable	$1,873.33
	1201	Reserve for Depreciation Furniture and Fixtures	-$20,328.00
	1240	Reserve for Depreciation - Computer Equipment	-$14,644.00
Total Current Assets			$5,431,202.89
Total ASSET			$5,431,202.89
LIABILITY			
	2000	Company Payable	$569,099.92
	2001	Interagency Payable	$17,176.56
	2100	Producer Commission Payable	$6.17
	2110	Deferred Producer Commission	$480.00
	2300	Voucher Payable	$15,000.00
	2400	Government Payable	$97.00
	2600	Loans Payable	-$315,000.00
Total Short Term Liabilities			$286,859.65
Total LIABILITY			$286,859.65
EQUITY			
	3000	Retained Earnings	$222,623.31
Total Equity			$222,623.31
Total Undistributed Earnings			$4,921,719.93
Total EQUITY			$5,144,343.24
Total LIABILITIES & EQUITY			$5,431,202.89

8. You can use the Print function from the viewed report if you need physical copies.
9. Enter detail into BPS.

Financial Stability – Accounts Receivable/Payable







Income Statement - One Comparison Annual

			Current Period	
			Actual Amounts	Actual Amounts
			Open - Dec 2018	Open - Dec 2017
INCOME				
400	Agency Bill Income	9	$153,094.01	$153,049.01
401	Direct Bill Income		$14,925.00	$14,925.00
420	Interagency Commission Inco		$44,431.54	$44,431.54
***Subtotal	Commission Income		$212,450.55	$212,405.55

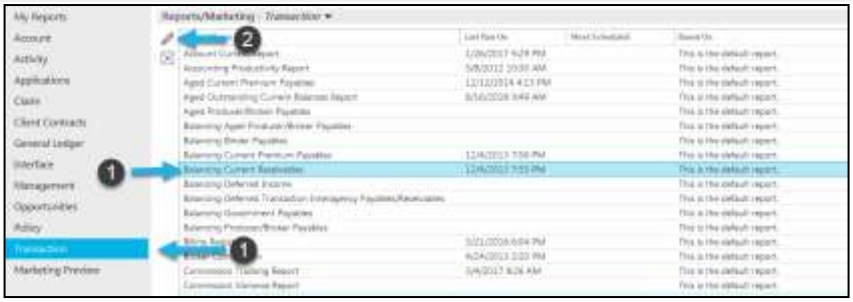
Steps

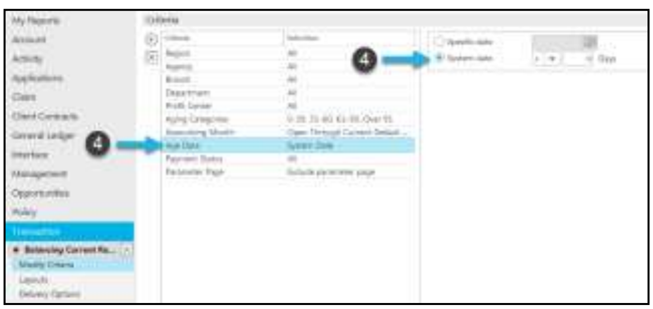
% of P&C Commission & Fees, Agency vs. Direct Billed

1. Use Job Aid for Income Statement by Department.
2. Edit report and go to Modify Criteria.
3. Select Department criterion.
4. Verify appropriate departments are selected in Selected area. Use up/down arrows to modify selected departments if needed.
5. Go to Layouts and edit One Comparison With Annual Amounts layout.
6. Select Department Name in Major Sorts area and delete it.
7. Close the layout (File > Exit or little ‘x’ in upper right corner). Choose the Save All option.
8. From the Options Bar, select Print > Print Preview.
9. Calculate % of AB/DB and enter onto BPS.

Note: If Fees are not included here, you may consider if they significantly affect the percentage and adjust accordingly.

Financial Stability – Accounts Receivable/Payable





Steps

Total Aged Receivables (excluding Prebills & Futures):

1. From Reports/Marketing > Transaction, select Balancing Current Receivables report.

2. Edit report and Modify Criteria.

3. Select Accounting Month criterion. Select month as “Open Through Current Default Month” + 0 Months. (Adjust +/- as needed to complete BPS requirements.)

4. Select Age Date criterion. Select System date + 0 days option. (Adjust +/- or select specific date as needed to complete BPS requirements.)

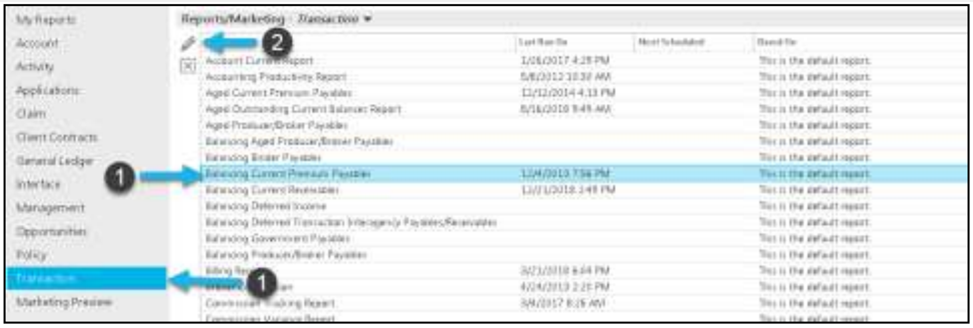
5. From the options bar, select Print > Preview to view your report on screen. This function is available for all reports. (Sample report shown)

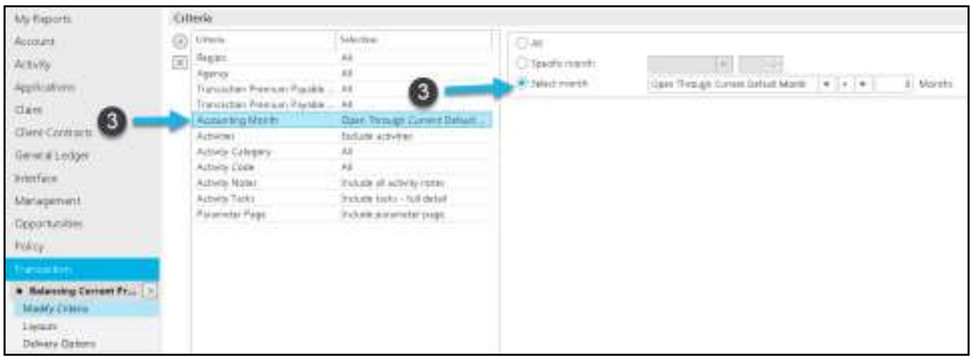
6. You can use the Print function from the viewed report if you need physical copies.

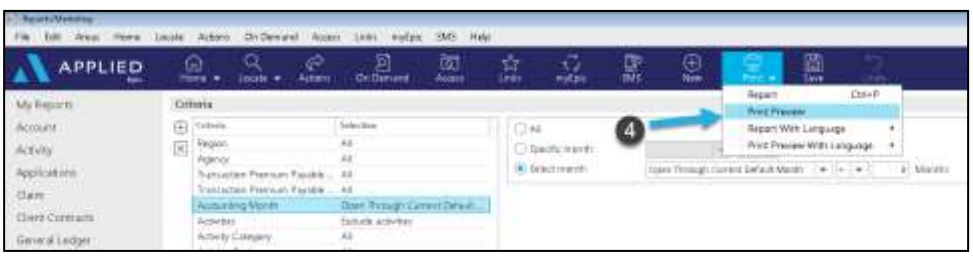
7. The last page of the report includes the total without Prebills or Futures.

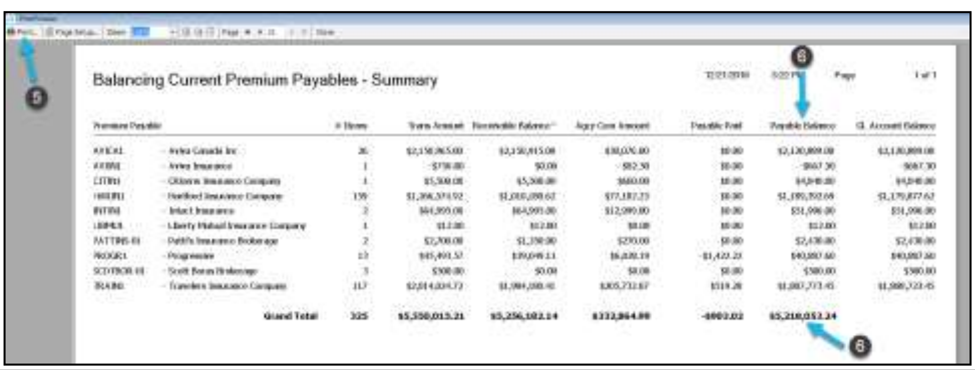
Total AR 61-90 and Over 90:

8. This detail is included in the “Balancing Current Receivables” report above.









Insurance Company Payables (excluding Prebills/Futures):

1. From Reports/Marketing > Transaction, select Balancing Current Premium Payables report.

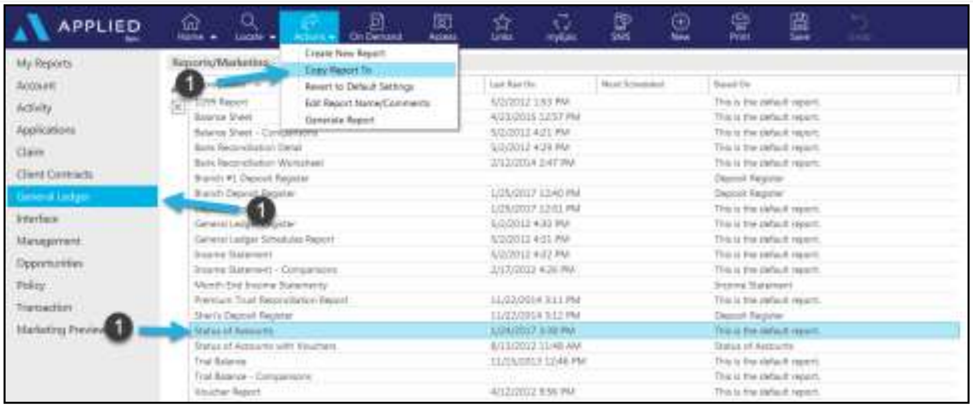
2. Edit report and Modify Criteria.

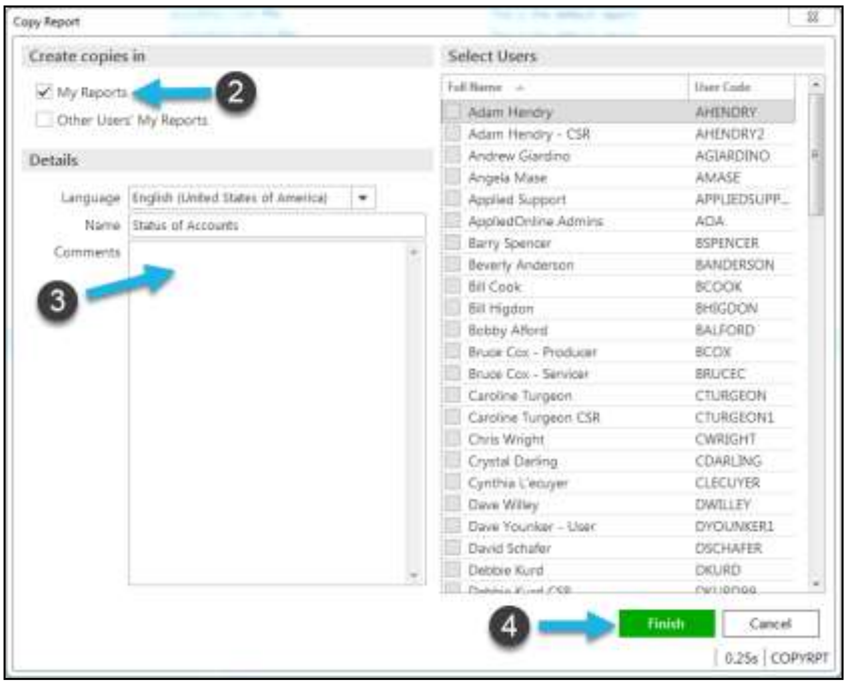
3. Select Accounting Month criterion. Select month as “Open Through Current Default Month” + 0 Months. (Adjust +/- as needed to complete BPS requirements.)

4. From the options bar, select Print > Preview to view your report on screen. This function is available for all reports. (Sample report shown)

5. You can use the Print function from the viewed report if you need physical copies.

6. The last page of the report includes the total without Prebills or Futures.

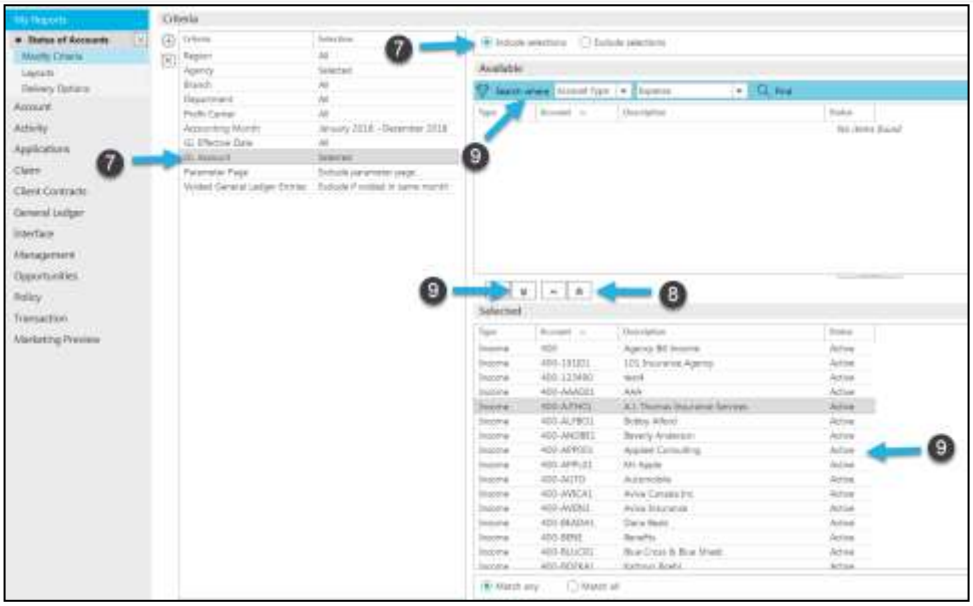




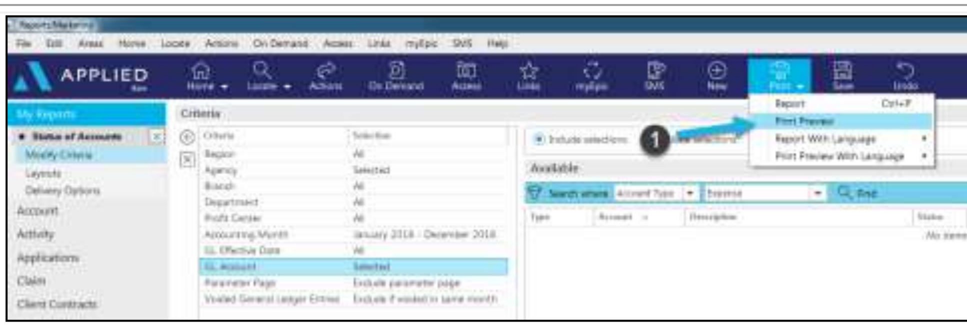
GL Account Detail

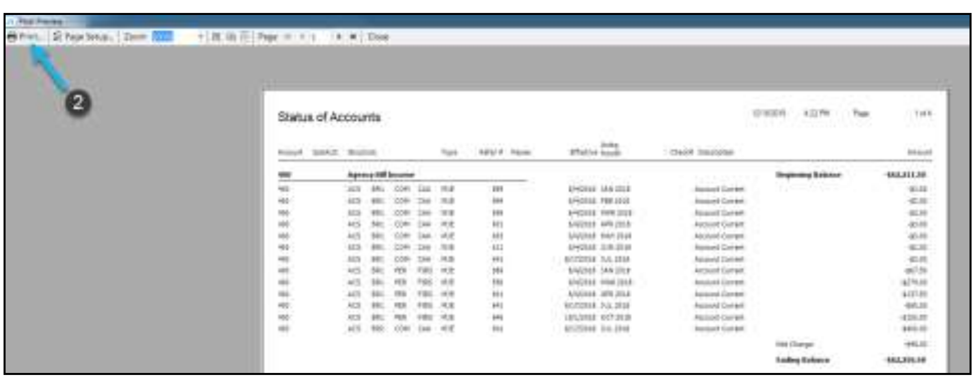
NOTE: If income items in the Income Statement need to be broken out in order to provide the BPS detail, use the 'Status of Account' report to obtain

1. From Reports/Marketing > General Ledger > Status of Accounts, click Actions > Copy Report To.
2. Check 'My Reports' box.
3. Provide Comments if desired.
4. Click 'Finish'.
5. Edit the Status of Accounts report in My Reports.
6. Stay on Modify Criteria screen. Edit Accounting Month criterion and select Range radio button. The range should reflect year being reported on (i.e. Jan 2018 – Dec 2018).
7. Edit GL Account criterion and ensure 'Include selection' radio button is selected.
8. Initially move all accounts up into the Selected list.
9. Select which accounts you need to break out items for the BPS and move them into the Selected list. *Note: you can filter for specific account types (i.e. income or expense) and use the double down arrow to move all accounts or multi-select and use the single down arrow to move specific accounts.*



Print/Preview the Report





1. From the options bar, select Print > Preview to view your report on screen. This function is available for all reports. (Sample report shown)

2. You can use the Print function from the viewed report if you need physical copies.

NOTE: You can also use the Actions > Generate Report function and it will be delivered per your options set in 'Delivery Methods' in the Navigation Panel.

Upon exiting the report via the "x" in navigation panel, it is not necessary to Save the changes, unless you need it for the future.

Transfer data to survey

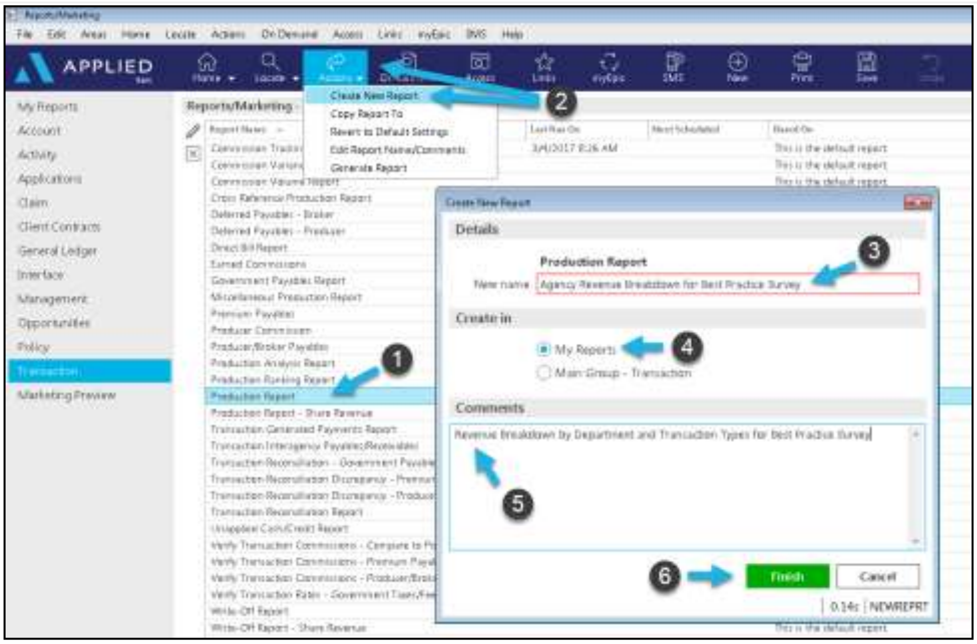
REVENUE DETAIL TAB

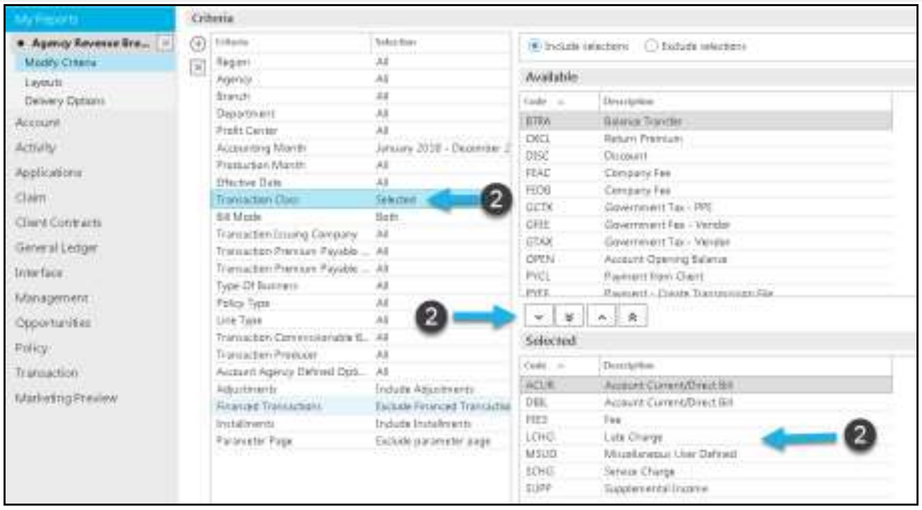
The following is provided to assist in producing reports from the Applied Epic system necessary to complete the Revenue Detail tab in the 2019 Collection File for the Reagan Consulting Best Practices Survey.

This Job Aid will use the Production and Production Ranking reports. It is important that you begin with default version of these reports. If you have modified the default version of these reports, you will want to save your versions as a new report so that you can revert back to the default version of these two reports.

To revert a report back to the default version:

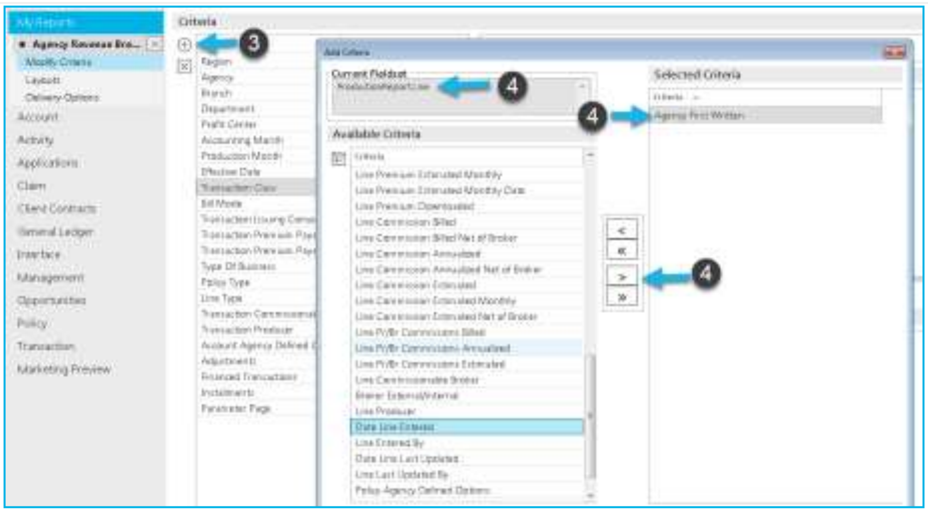
- Select the report and
- Select Actions > Revert to Default Report

Revenue Breakdown	Steps
	***Create new report*** 1. From Reports, Select Transaction > Production Report. 2. Click Actions > Create New Report. 3. Enter a name for the report (i.e. "Agency Revenue Breakdown for Best Practice Survey). 4. Make certain the My Reports radio button is selected. 5. Optionally enter a Comment that describes the use of this report (i.e. "Revenue Breakdown by Department and Transaction Types for Best Practice Survey"). 6. Select Finish.
	***Modify the Report Criteria*** Upon selecting Finish above, Applied Epic will navigate you to the My Reports group. Open the newly created report in the Modify Criteria section. If this doesn't occur, perform these steps manually. 1. Select Accounting Month criteria and set the Range



to reflect the last fiscal year (i.e. January 2018 to December 2018).

2. Modify Transaction Class to include all revenue generating transaction classes (including fees).



3. Add a new criterion using the add icon.

4. In the Available Criteria area, double click on the Production Report folder and the Line folder. Select the Agency First Written field and use the single right arrow icon to move the criteria into the Selected Criteria area. Click Finish.

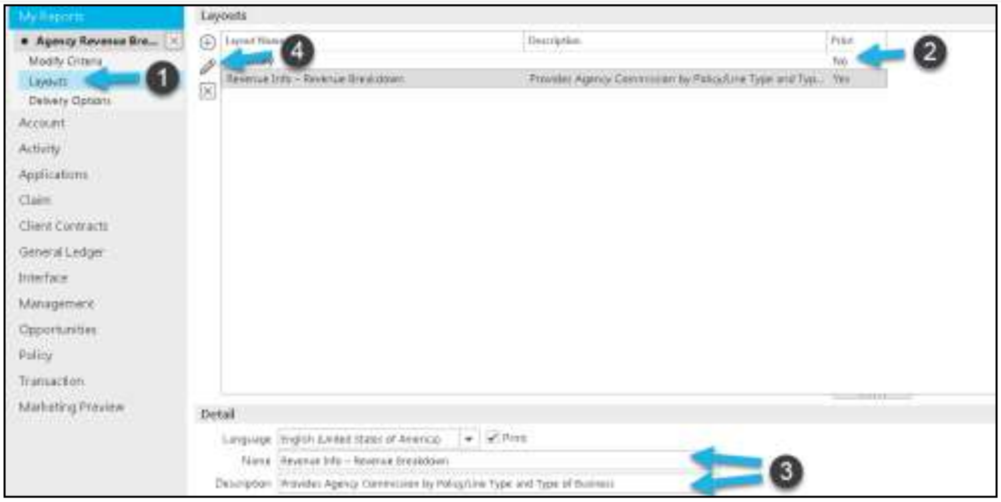
For now, leave the criterion set to All.

5. Add a new criterion using the add icon.

6. In the Available Criteria area, double click on the Production Report folder and the Commission folder. Select the Transaction Line Status field and use the single right arrow icon to move the criteria into the Selected Criteria area. Click Finish.

Note: recommendation is to use the Transaction Line Status vs. the Line Status so that you are using the Status filed with the transaction

For now, leave the criterion set to All.



Modify the Report Layout

1. Select Layouts from the Navigation Panel.

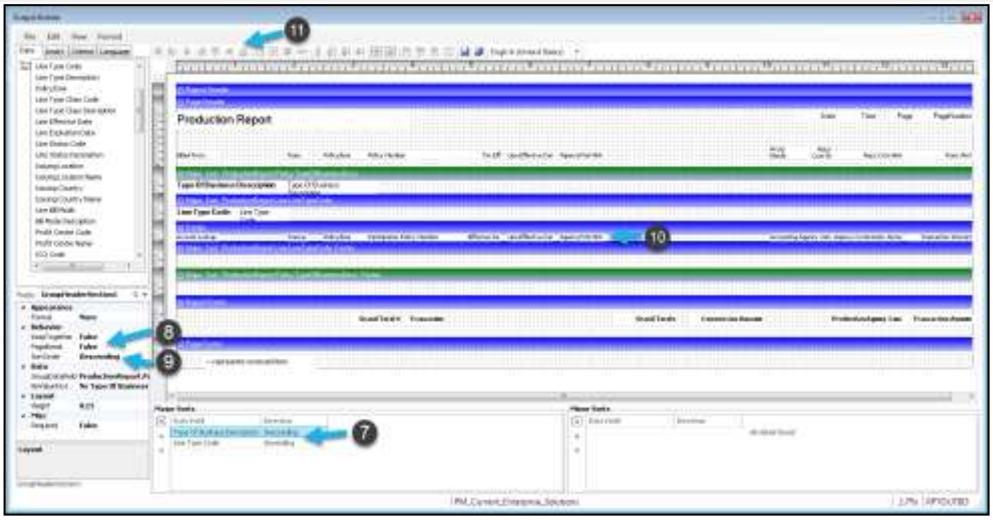
2. Select the Summary Layout and set the Print checkbox to No.

3. Select Complete Detail and confirm the Print check box is set to Yes. Update the Name to “Revenue Info – Revenue Breakdown” and the Description to “Provides Agency Commission by Policy/Line Type and Type of Business”.

4. Edit the Complete Detail Layout.

5. Select the following labels and data fields and delete them.
   a. Item #
   b. Reversal flag
   c. Bill Mode
   d. ICO
   e. PPE
   f. PR/BR Code
   g. PR/BR Commission %
   h. PR/BR Commission Amount
   i. PR/BR Prod Cred %

6. Remove the Account Lookup Code and Item Number Minor Sorts.



7. Add Type of Business Description as a Major Sort (from Data tab, navigate to Production Report > Policy. Add Line Type Code as Major Sort (from Data tab, navigate to Production Report > Line).

8. Set the PageBreak property of both to False.

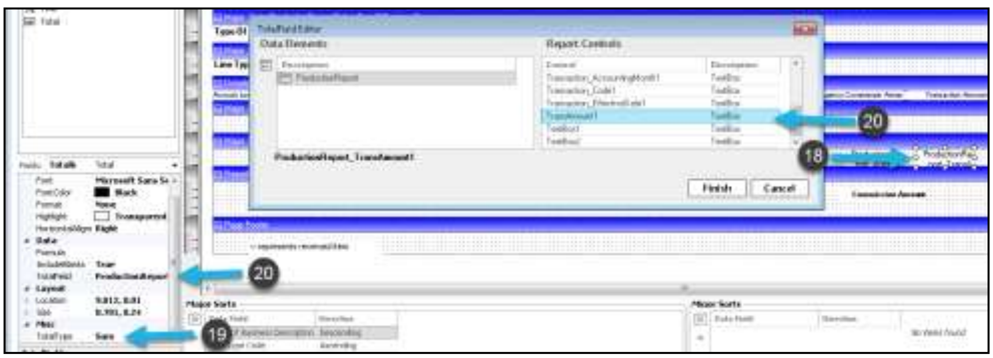
9. Set the SortOrder property on the Type of Business Description to Descending.

10. Drag and drop data fields for Line Effective Date and Agency First Written to the Details section of the report.

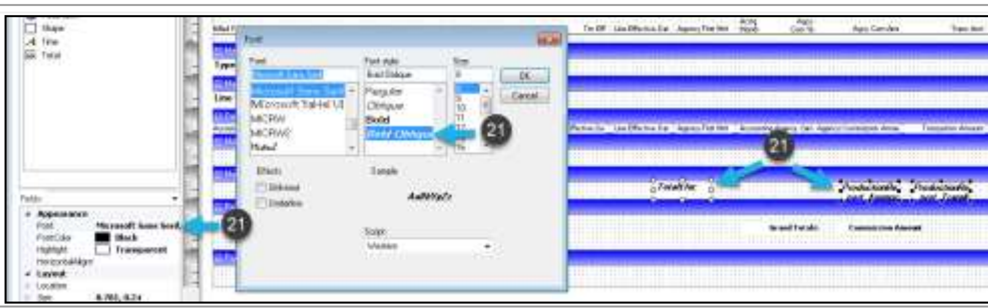
11. With newly added field selected, use the alignment tools to align with other labels and data fields.

12. Move selected fields to left.

13. From the Insert tab, add a label field and two total fields to the Type of Business Description Major Sort Footer section of the report.



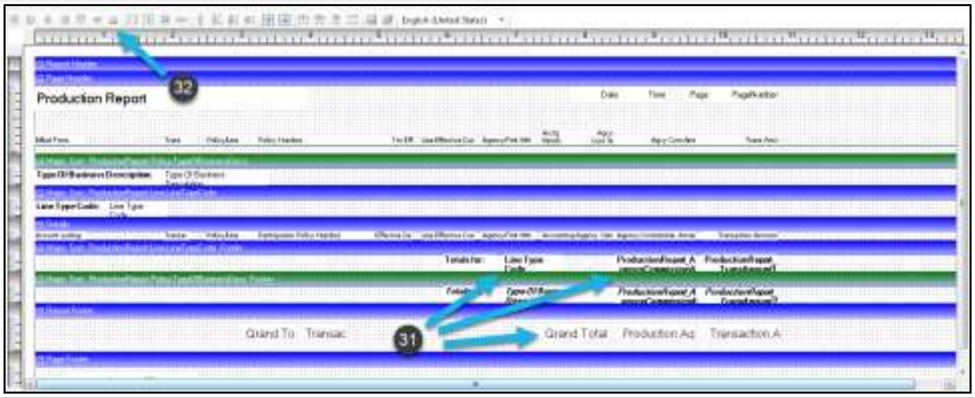
14. With the label field selected, set the Text property to “Totals for:”
15. Select the first Total field added.
16. Set the TotalType property to Sum.
17. Set the Totalfield property to AgencyCommissionAmount Report Control.
18. Select the second Total Field added.
19. Set the Total Type property to Sum.
20. Set the Totalfield property to TransAmount.



21. Select all three fields and use the Font property to set to Bold Oblique.

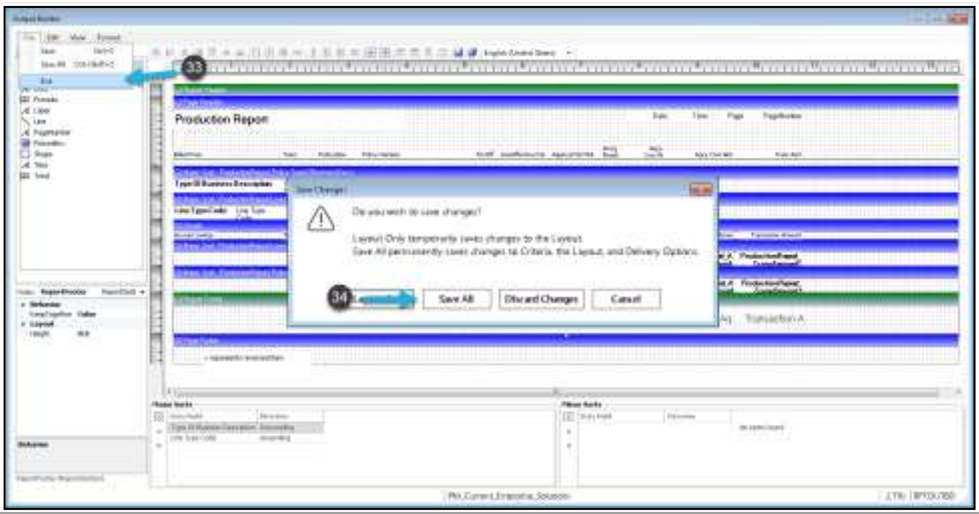
22. Copy and paste the three fields into the Line Type Code Major Sort Footer section of the report.
23. Set the Font to Bold.

	24. Copy and paste the Line Type Code data field from the Major Sort Header section to the Footer section. 25. Copy and paste the Type of Business Description data field from the Major Sort header section to the Footer section. 26. Set the Font property for each to match the font used in each section, respectively.
	27. Select all fields in the Report Footer section of the report. 28. Use the Font property to set the size of the font to 12. Delete the Producer Commission total in the Report Footer section. Shift the Agency Commission and Transaction Amount totals left so they align.
	29. Select all Total fields. 30. Use the Format property to set to Currency (Numeric).



31. Where needed throughout the report, use the handles on a field to make fields larger or smaller.

32. Where needed throughout the report select multiple fields and use alignment tools to align like fields (label to corresponding data fields, all amount fields, etc.).



33. Select File > Exit.

34. Select Save All.

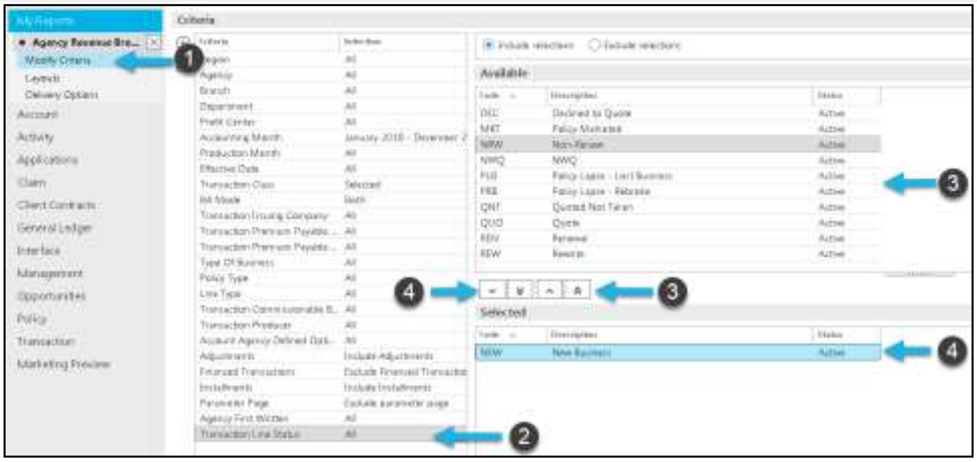
Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery Methods in the Navigation Panel.

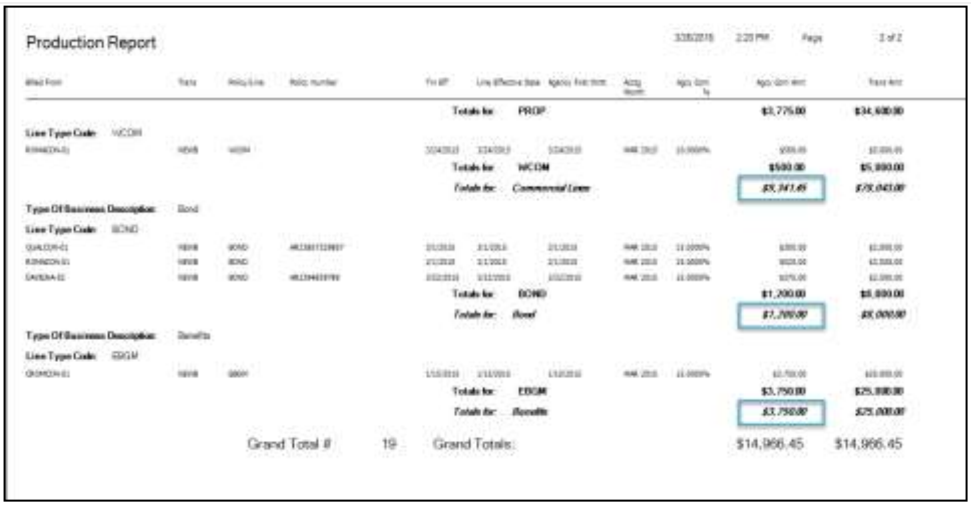
Based on criteria set above, the totals in the report represents all booked business.

Make note of the Grand Total for Agency Commission Amount on the last page of report.



Modify the Report Criteria

1. Select Modify Criteria from the Navigation Panel.
2. Select the Transaction Line Status criterion.
3. Remove all selections from the Selected area.
4. Select all statuses that represent New business and move to the Selected area.



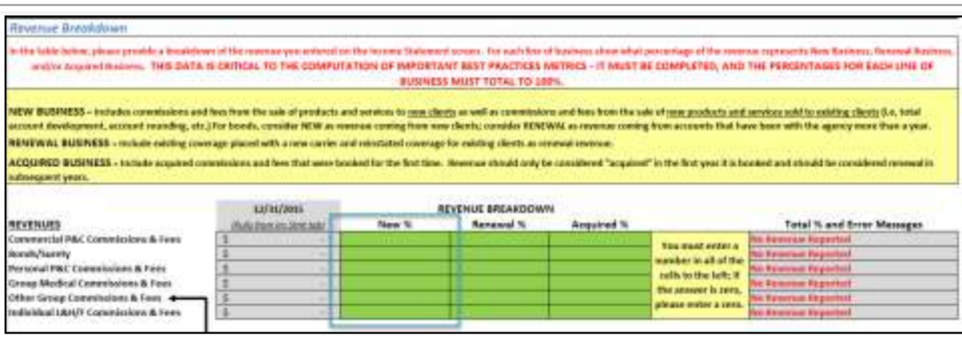
Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery Methods in the Navigation Panel.

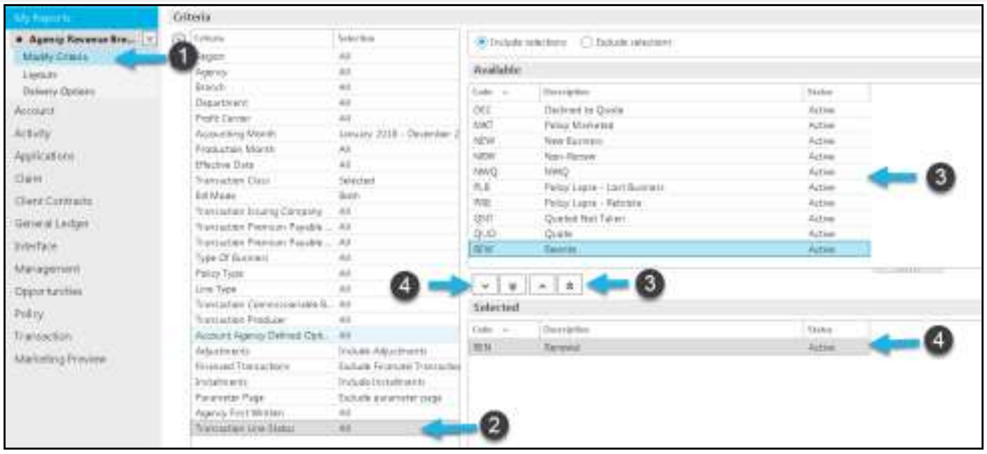
Based on criteria set above, the totals in the report will represent New business.

Use the 'Totals for Type of Business' line to determine the total agency commission earned for that type of business.



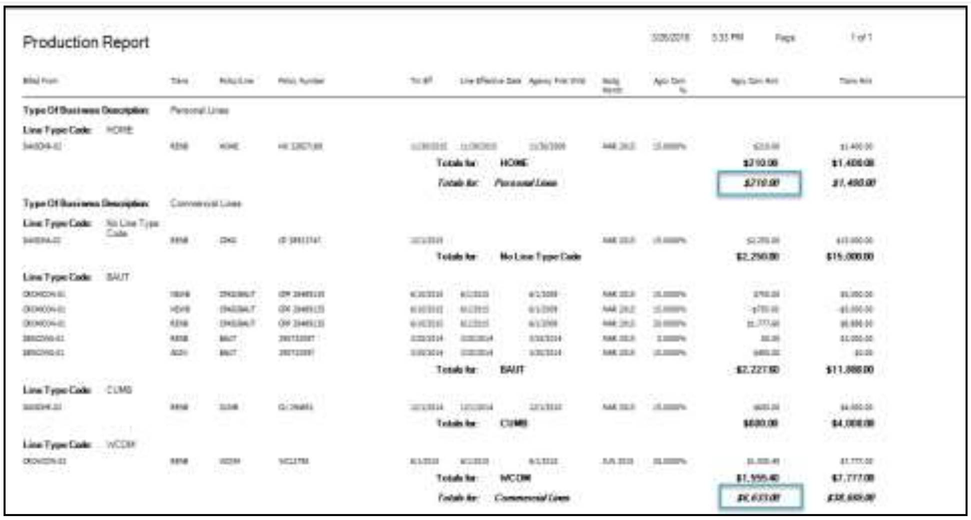
Enter requested data in the Best Practices Survey

Use the Grand Total noted from the original run of the report and the individual Type of Business totals to determine the New % entries for each major type of business.



Modify the Report Criteria

1. Select Modify Criteria from the Navigation Panel.
2. Select the Transaction Line Status criterion.
3. Remove the New business codes selected for previous report from Selected area.
4. Select all statuses that represent renewal business and move to the Selected area.



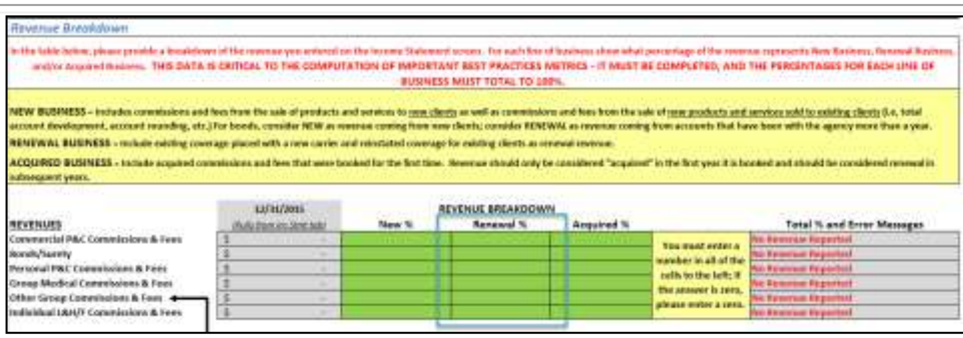
Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery Methods in the Navigation Panel.

Based on criteria set above, the totals in the report will represent New business.

Use the Totals for Type of Business line to determine the total agency commission earned on Renewal business for that type of business.



Enter requested data in the Best Practices Survey

Use the Grand Total noted from the original run of the report and the individual Type of Business totals to determine the Renewal % entries for each major type of business.

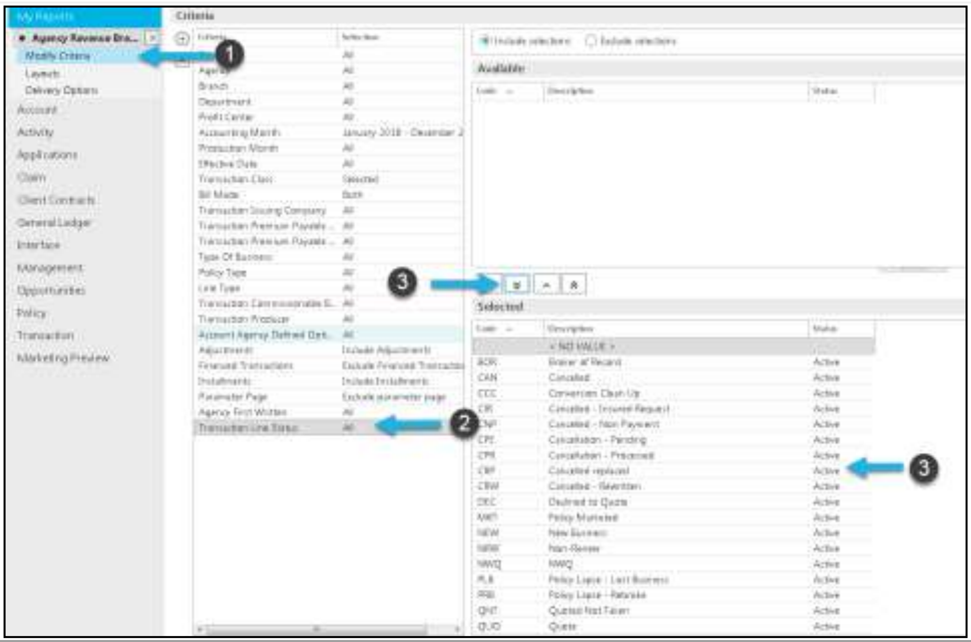
For this last run, we are looking to obtain the total agency commission percentage for Acquired business as defined in the collection file.

Depending upon your system configuration this can be obtained one of two ways:

1. **You may have Line Status Codes defined and used to differentiate brand new business with new clients to your organization from new business with existing clients (i.e. "NEW" to denote new business from brand new clients and "NWB" to denote new policies or business with an existing client)**
2. **Using the Agency First Written date**

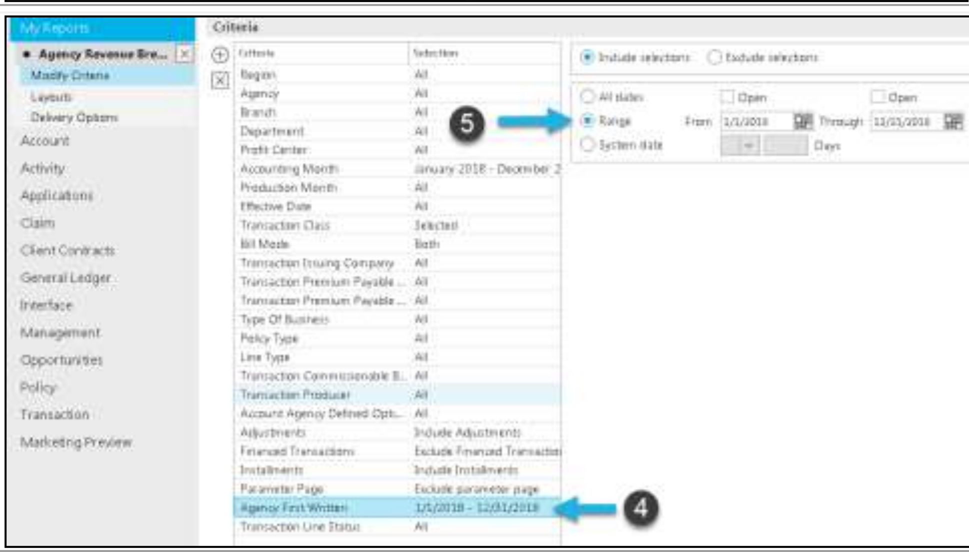
If you have separate Line Status Codes to differentiate new business with brand new clients from new business with existing clients, follow the steps outlined above to select just the applicable line status codes and run the report to obtain the figures as previously shown.

To obtain Acquired % from Agency First Written date follow the steps below.

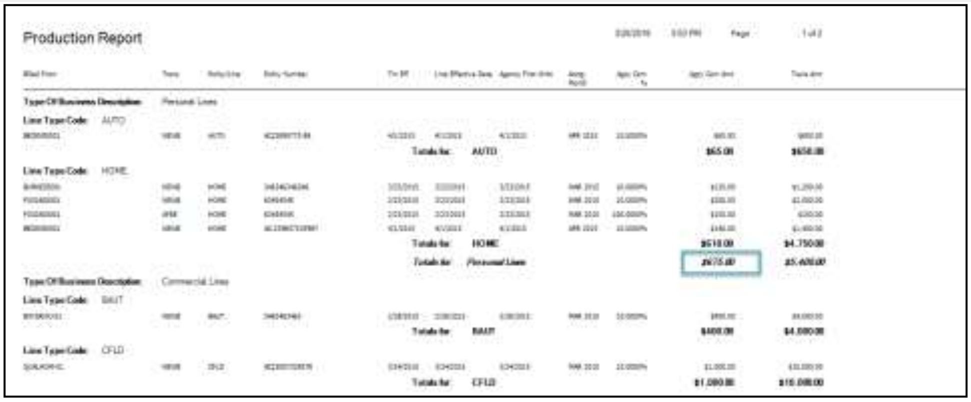


Modify the Report Criteria

1. Select Modify Criteria from the Navigation Panel.
2. Select the Transaction Line Status criterion.
3. Use the double down arrow to move all codes to the Selected area.



4. Select the Agency First Written criterion.
5. Set the Range to coincide with the fiscal period you are reporting (i.e. 1/1/2018 – 12/31/2018).



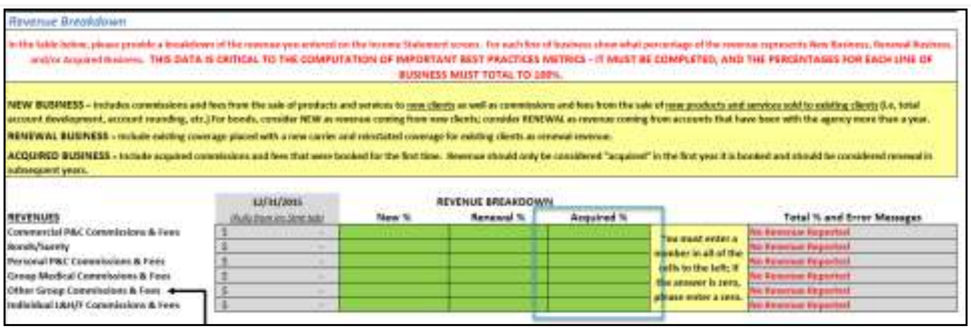
Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery Methods in the Navigation Panel.

Based on criteria set above, the totals in the report will represent Acquired business in the fiscal period being reported on.

Use the Totals for Type of Business line to determine the total agency commission earned on Renewal business for that type of business.



Enter requested data in the Best Practices Survey

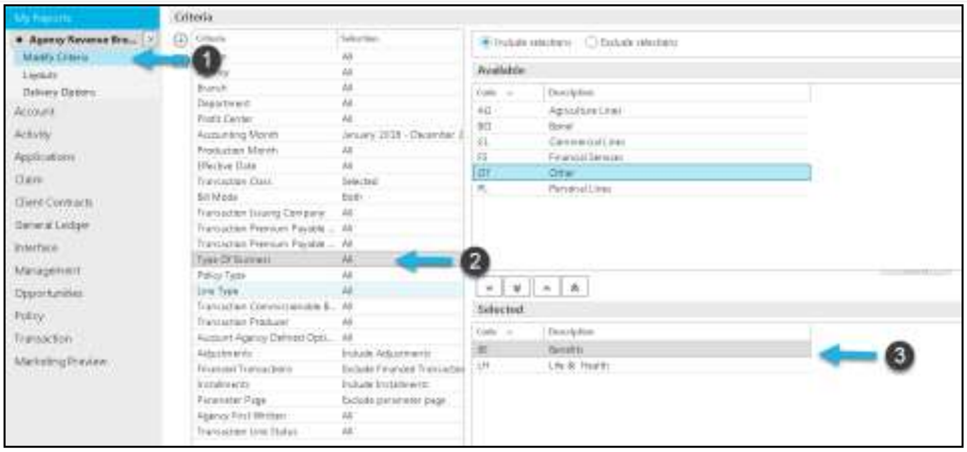
Use the Grand Total noted from the original run of the report and the individual Type of Business totals to determine the Acquired % entries for each major type of business.

Revenue Breakdown

Other Group Revenue Breakdown

Steps

This section can be completed using the same report generated for the previous section with a modification to the report criteria to focus on either the Type of Business or Policy/Line Types that reflect the categories provided in the Collection File

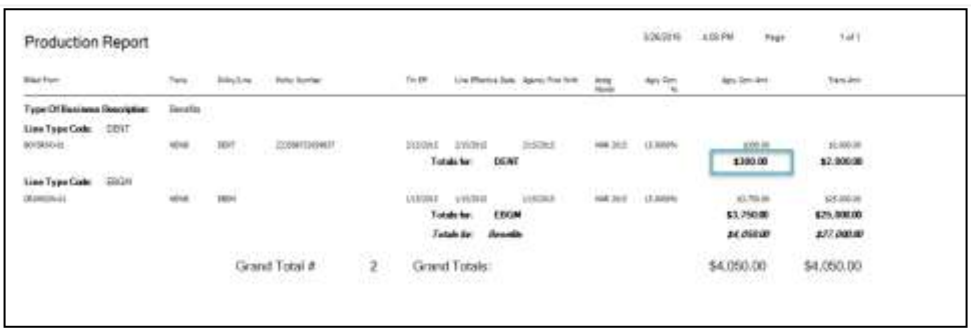


Modify the Report Criteria

1. Select Modify Criteria from the Navigation Panel.

2. Select the Type of Business criterion.

3. Select just those Types of Business descriptions that encompass the categories outlined in the Collection File. Move them into the Selected area.



Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery Methods in the Navigation Panel.

Based on criteria set above, the totals in the report will represent Acquired business in the fiscal period being reported on.

Use the Totals for Type of Business line to determine the total agency commission earned on Renewal business for that type of business.


Other Group Revenue Breakdown

If you have any OTHER GROUP revenue (shown above), please indicate the percentage coming from each of the following sources. The total breakdown must equal 100%.

	% of Revenues	
Life		$ -
Disability		$ -
Dental & Vision		$ -
Retirement/Pension		$ -
Worksite/Voluntary/Supplement		$ -
Long Term Care		$ -
Employee Benefits TPA		$ -
All Other		$ -
Total "Other Group" L&H Revenue	0.0%	$ -

No Revenue to Break Down

Enter requested data in the Best Practices Survey

Use the Grand Total noted from the original run of the report and the applicable individual Line Status Code totals that coincide with the categories requested in the Collection file, determine the % of Revenues for each applicable category.

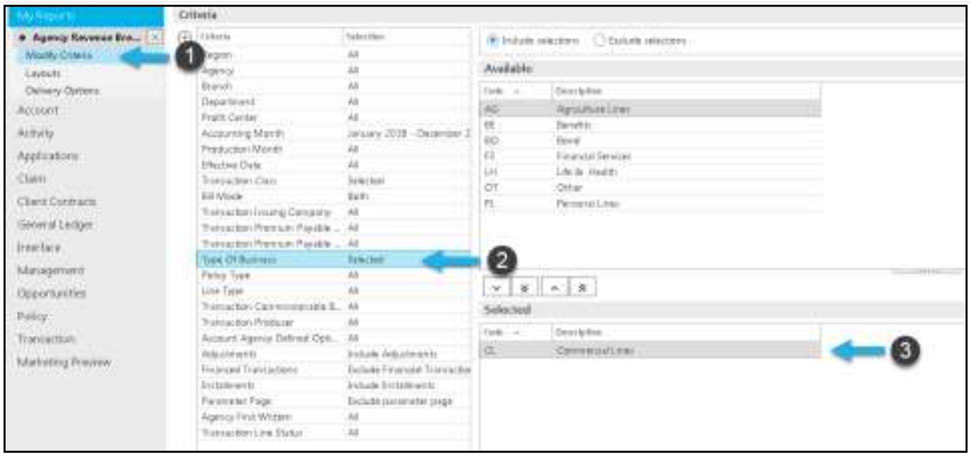
Revenue Breakdown

Specialty / Niche Revenue

Steps

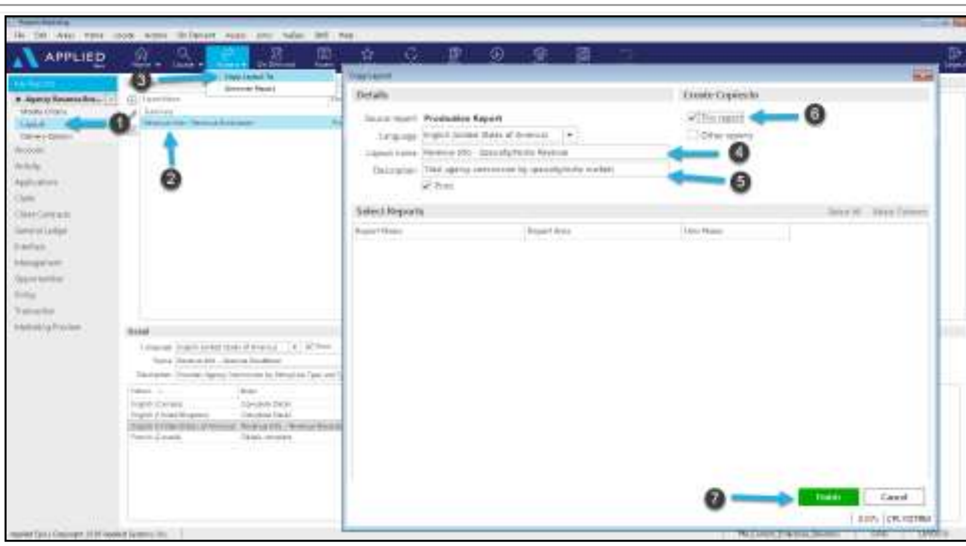
There are multiple ways to track specialty or niche markets in Applied Epic. The below instructions are applicable when the SIC or NAICS codes on the Main Business Contact records on commercial accounts are used.

We will use the same report created for the other sections above, modifying the criteria and creating a new layout.



Modify the Report Criteria

1. Select Modify Criteria from the Navigation Panel
2. Select the Type of Business criteria
3. Select only entries that represent commercial lines business



Modify the Report Layout

1. Select Layouts from the Navigation Panel.
2. Select the Revenue Info – Revenue Breakdown layout.
3. Select Actions > Copy Layout To.
4. Change the Layout name to “Revenue Info – Specialty/Niche Revenue”.
5. Change the Description to “Total agency commission by specialty/niche markets”.
6. Check the ‘This report’ checkbox.

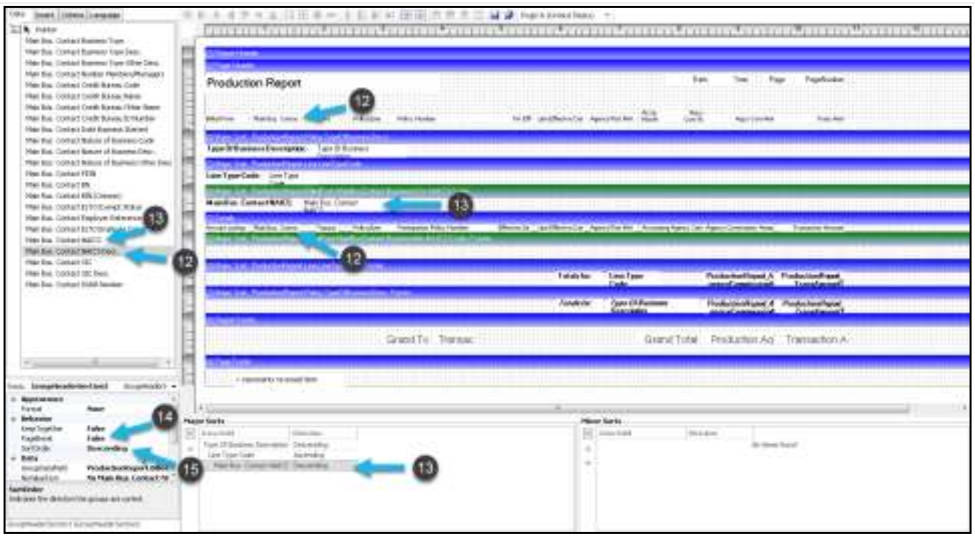
7. Select Finish.

8. Select the Revenue Info – Revenue Breakdown layout.

9. Uncheck the Print checkbox.

10. Select the new layout.

11. Select the edit icon.

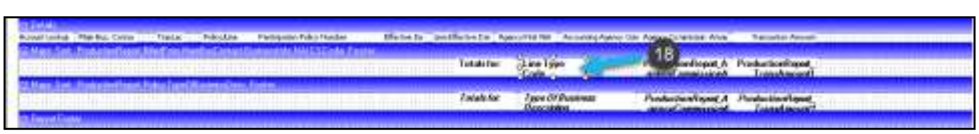


12. From the Data tab, locate the Main Business Contact NAICS Description (from Data tab, navigate to Production Report > Billed From > Main Business Contact > Main Business Contact Business Info) and drag and drop to the right of the Account Lookup Code in the Details section of the report.

13. Select the Main Bus. Contact NAICS Code and drag into the Major Sort area.

14. Set the PageBreak property to False.

15. Set the SortOrder property to Descending.



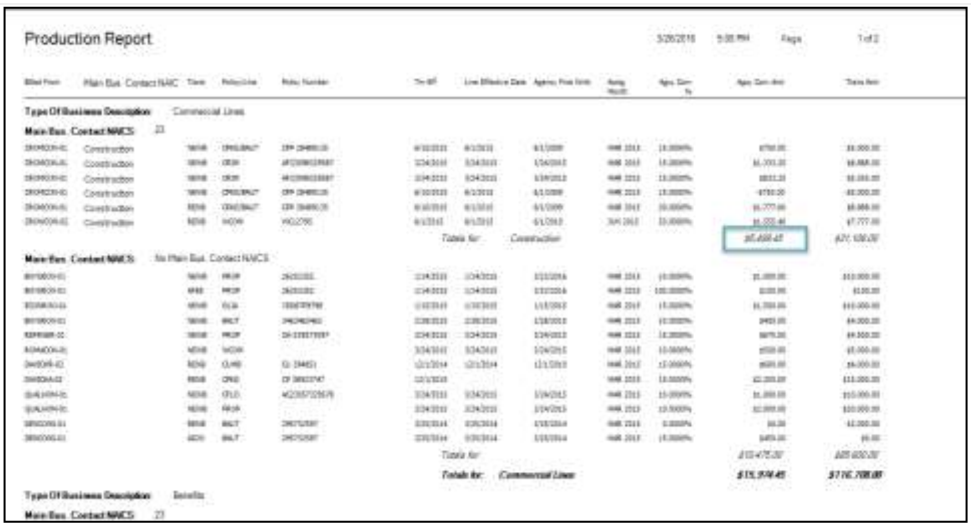
16. Copy and paste all fields from the Line Type Code Footer section into the Main Bus. Contact NAICS Code Footer section.

17. Delete the Line Type Code Major sort.

18. Delete the Line Type Code field in the Main Bus. Contact NAICS Code Footer.

19. Copy and paste the Main Bus. Contact NAICS Description into the Main Bus. Contact NAICS Code Footer section to the right of the “Totals for:” label.

20. Select the Main Bus. Contact NAICS Description field just pasted and use the Font property to change the font to Bold to match the other fields in the footer.



Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery Methods in the Navigation Panel.

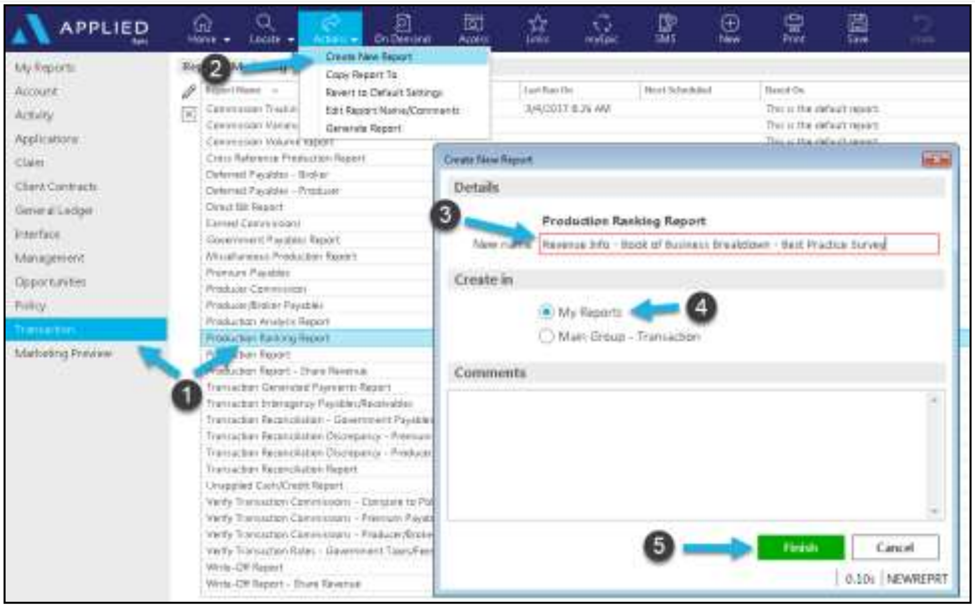
Identify any totals for specific NAICS descriptions in the report.

Enter requested data in the Best Practices Survey

Enter data into the appropriate cells.

Book of Business Breakdown

Account Concentration



Steps

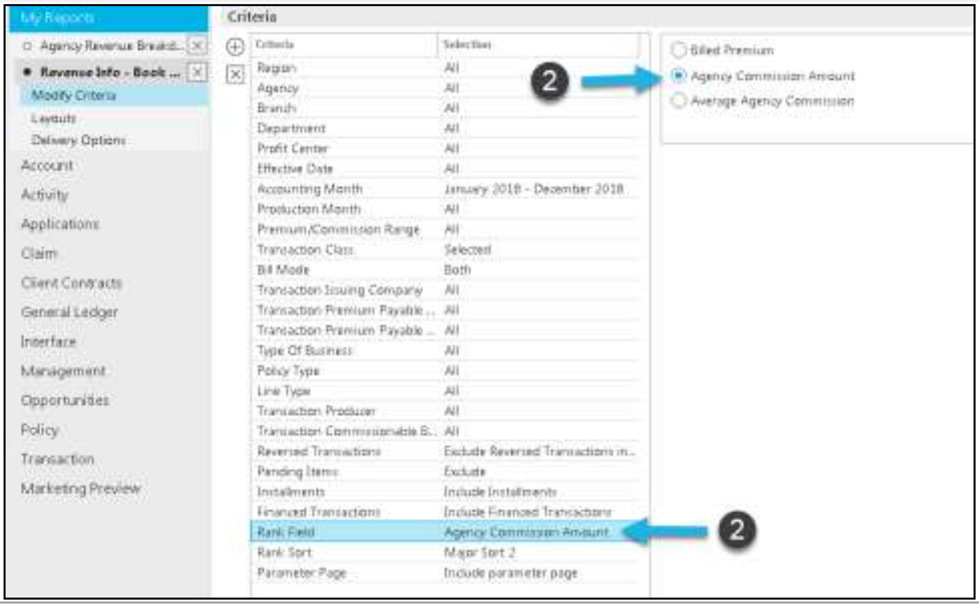
Create a New Report

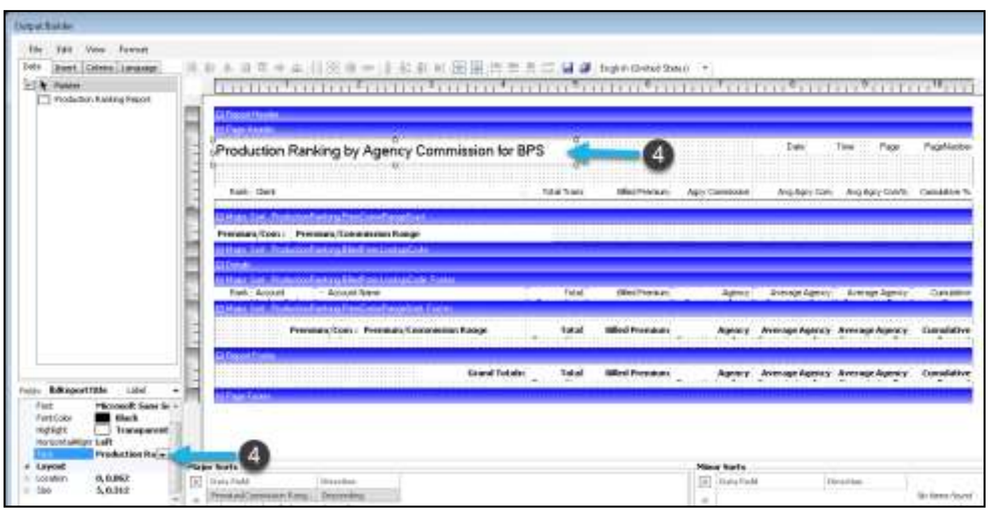
1. From Reports/Marketing, select Transaction > Production Ranking Report.
2. Select Actions > Create New Report.
3. Enter a new name (i.e. “Revenue Info – Book of Business Breakdown – Best Practice Survey”).
4. Ensure the My Reports radio button is selected and optionally enter Comments.
5. Select Finish.

Modify the Report Criteria

Upon selecting Finish above, Applied Epic will navigate you to the My Reports group. Open the newly created report in the Modify Criteria section.

1. Select the Accounting Month criteria and set the Range From and To according to the fiscal year being reported.
2. Select the Rank Field criteria and set to Agency Commission Amount.





Modify the Report Layout

Technically, no modifications are needed to the layout of this report.

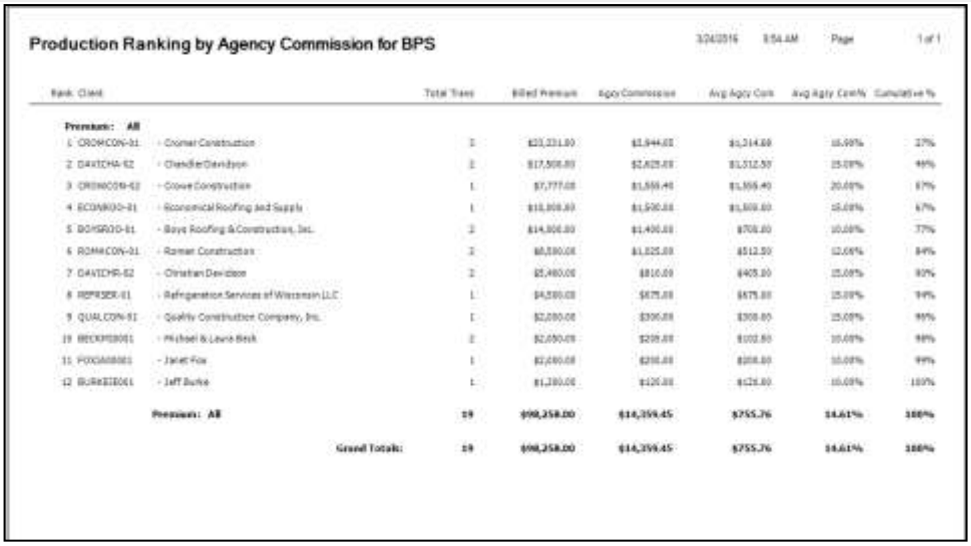
From a consistency standpoint, optionally perform these steps.

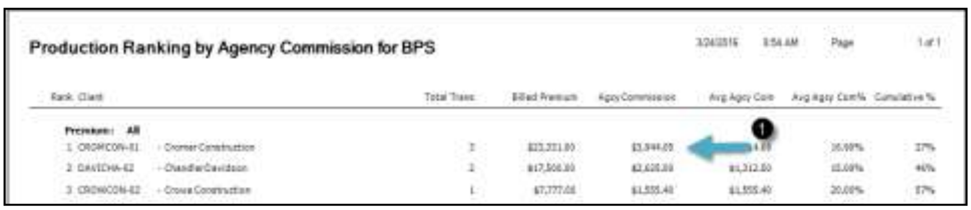
1. Rename the default Summary layout (i.e. “Largest Accounts by Commission Amount”).

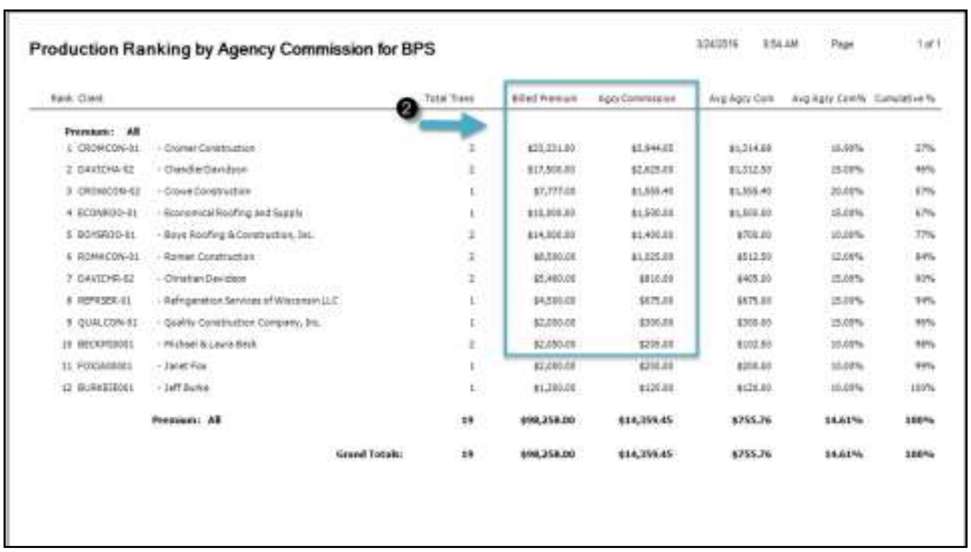
2. Provide better a Description (i.e. “Shows premium and commission amounts for largest accounts by agency commission”).

3. Edit layout using the edit icon.

4. Update the Report Title in the Layout. Edit the Text property and enter revised report name.





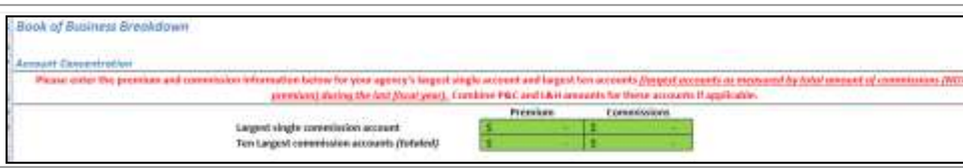


Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery Methods in the Navigation Panel.

1. The first entry on the report – Rank 1 – will be the Largest single commission Account.
2. Manually calculate the first 10 rows to get the Ten largest commission accounts (totaled).



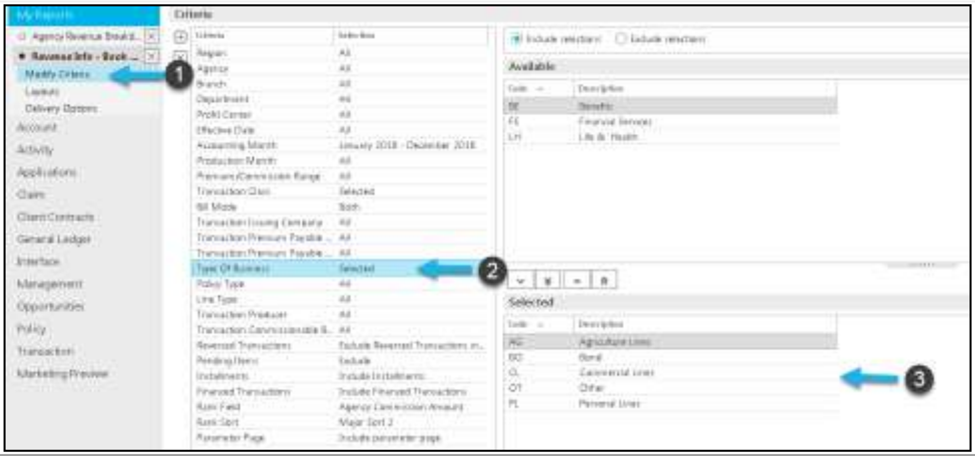
Enter requested data in the Best Practices Survey

Book of Business Breakdown

Number of Accounts by Account Size

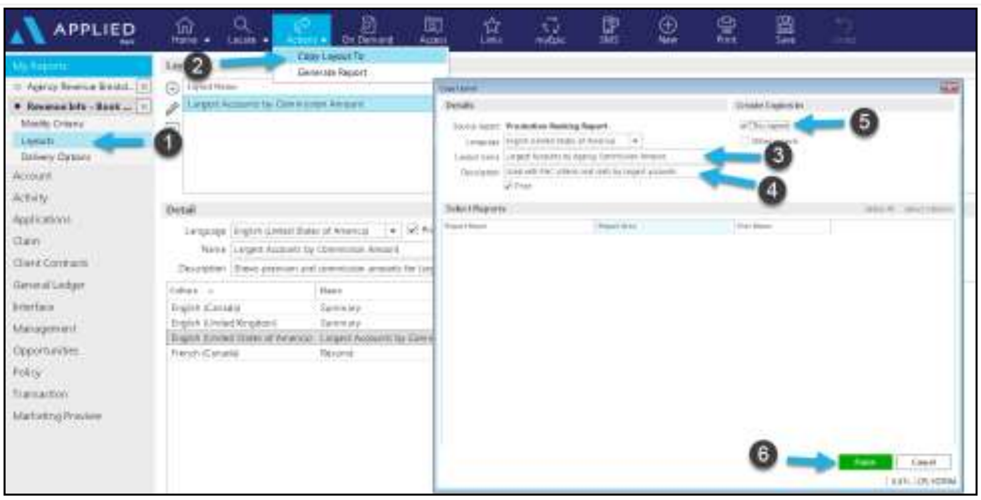
Steps

The same report and basic layout can be used to obtain the Agency Concentration information above will be used to populate the Number of Accounts by Account Size using criteria to separate P&C from Group Life and Health/Financial information.



Modify the Report Criteria

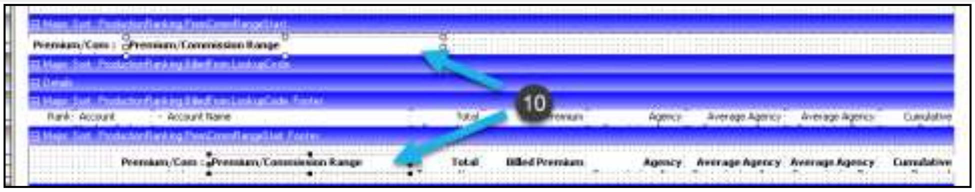
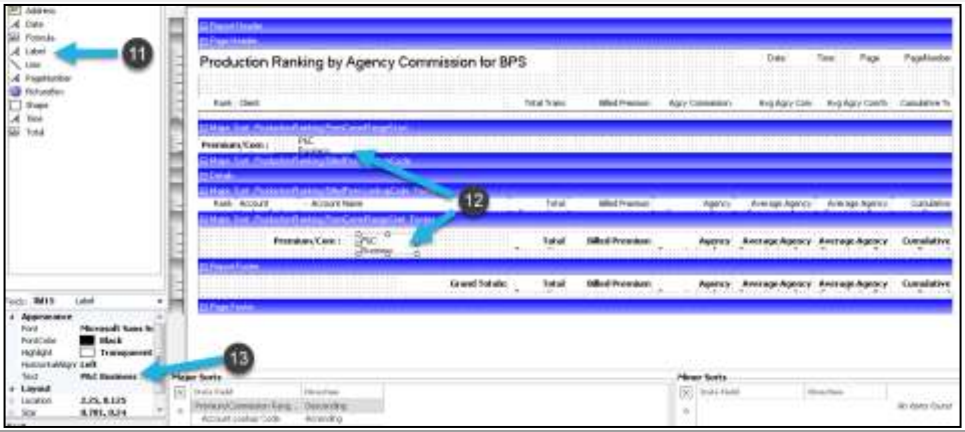
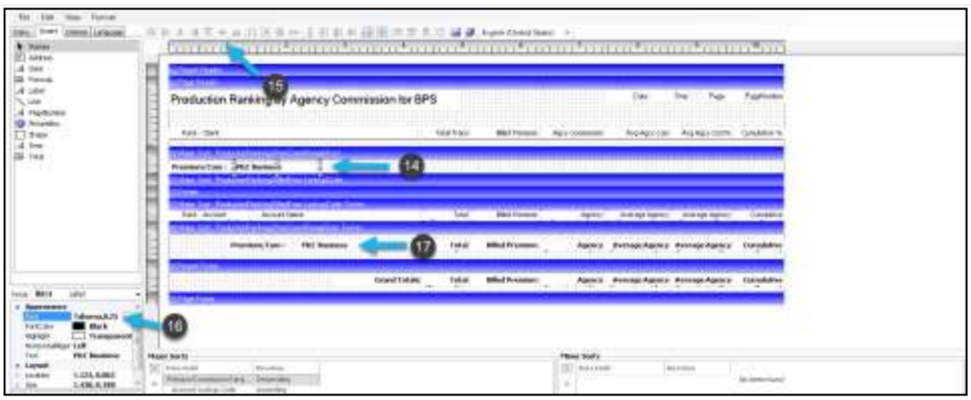
1. Select Modify Criteria in the Navigation Panel.
2. Select the Type of Business criterion.
3. Select the P&C related types of business.

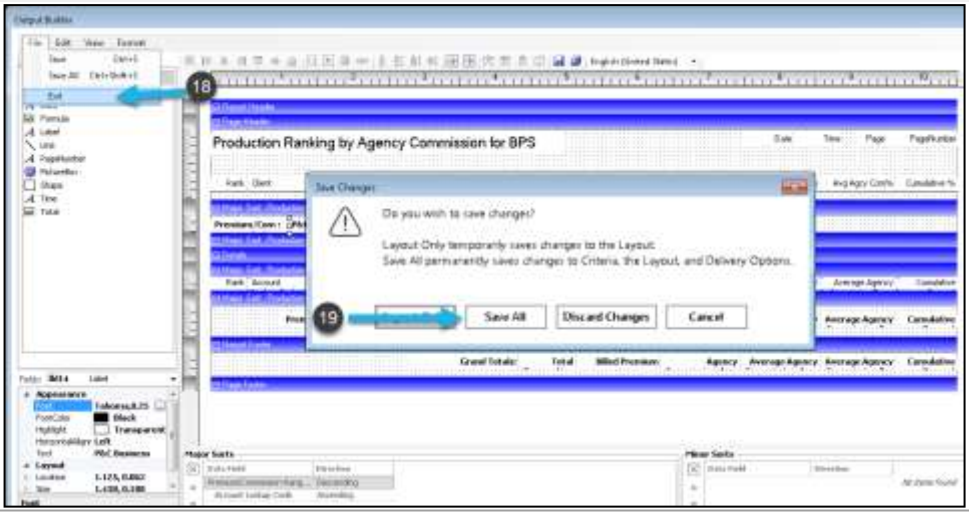


Modify the Report Layout

1. Select Layouts from the Navigation Panel.
2. Select Actions > Copy Layout To.
3. Enter a new Layout name (i.e. “Largest Accounts by Agency Commission Amount”).
4. Enter a Description (i.e. “Used with P&C criteria and sorts by largest accounts”).
5. Check the ‘This report’ checkbox in the Create Copies In area.
6. Select Finish.

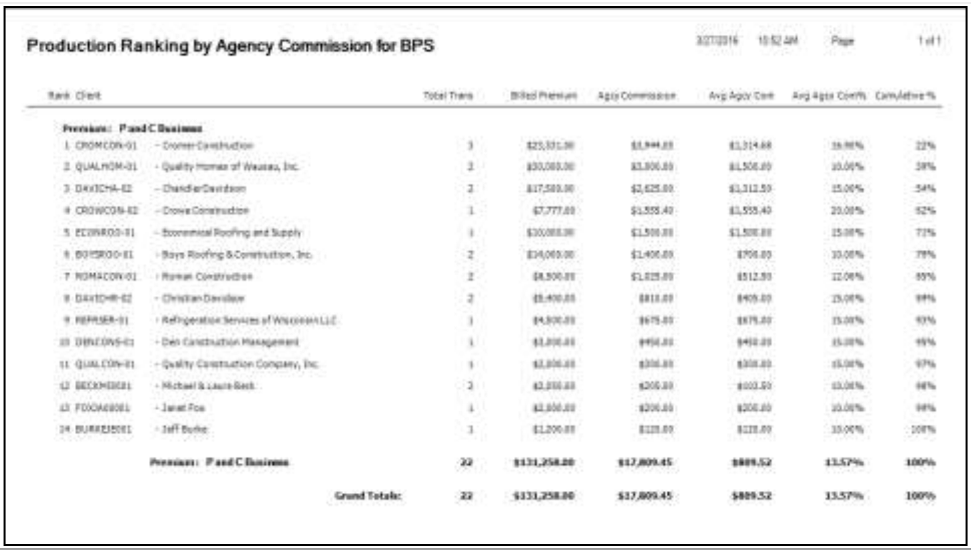
7. Ensure the previously used layout Print setting is No.
8. Select the newly added layout and ensure the Print setting is set to Yes.

	9. Use the edit icon to edit the newly added layout.
	10. Select the Premium/Commission Range data fields from the Major Sort Header and Footer sections and delete.
	11. Select Label option in the Insert Tab. 12. Click in the Major Sort Header and Footer sections to add a label fields in the places the previous data fields were removed. 13. Edit the Text property to “P&C Business” for both newly added labels.
	14. Use the handles to make the label field longer and move the labels next to the adjacent label. 15. Use the field controls align the labels with the existing labels. 16. Set the Font property to Bold. 17. Repeat steps on the second label added.



18. Select File > Exit.

19. Select Save All.

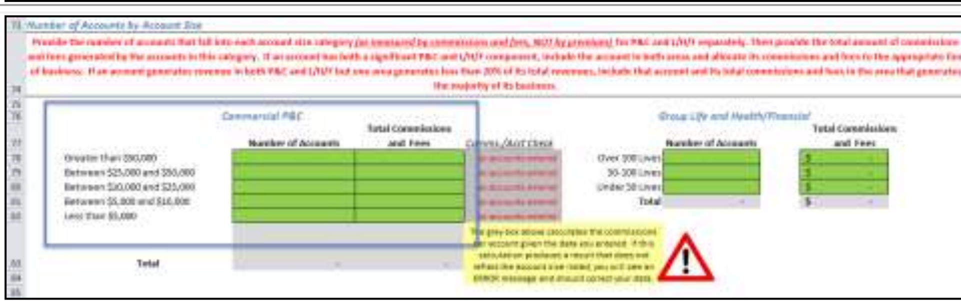


Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

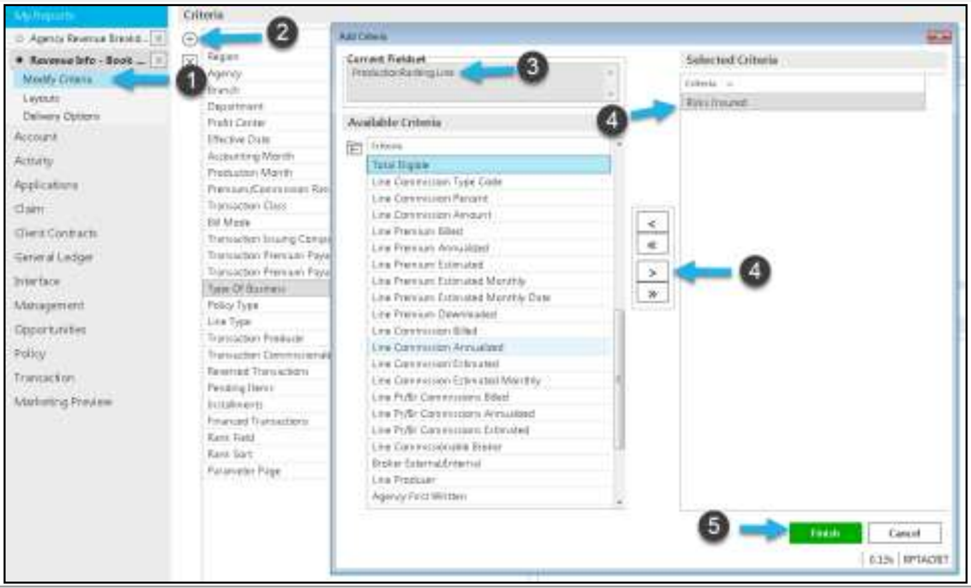
NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery in the Navigation Panel.

Based on criteria set, report results will be for only P&C types of business.



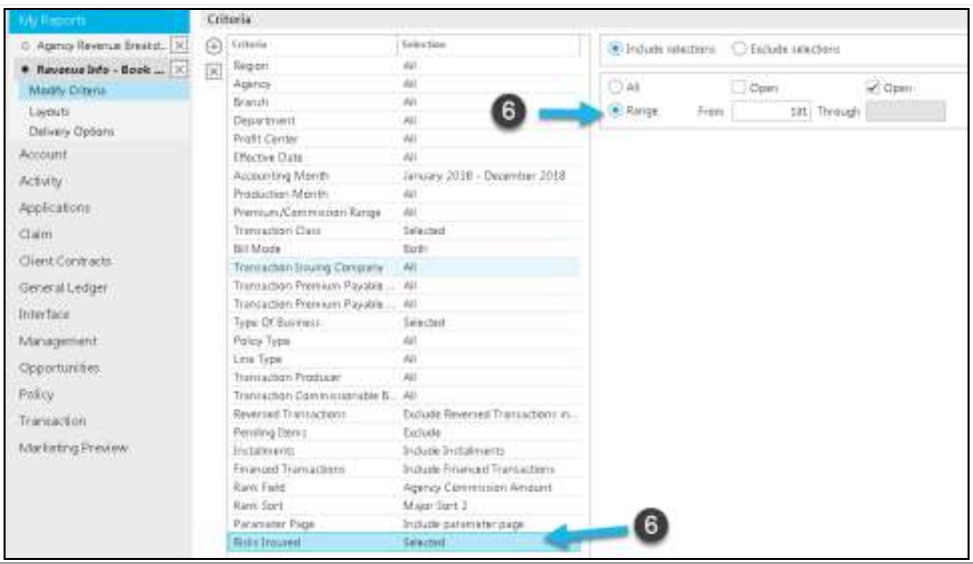
Enter requested data in the Best Practices Survey

Manually identify how many accounts in each range and add up the total commissions and fees from the Agency Commission column for all in that range.

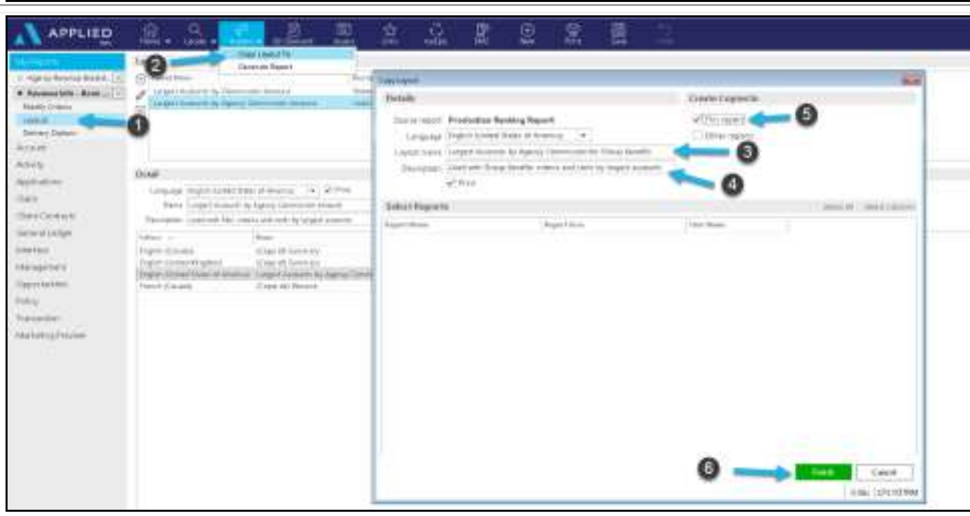


Modify Report Criteria

1. Select Modify Criteria.
2. Add criteria.
3. Navigate to the Risks Insured criteria by clicking on Production Report > Line > Risks Insured.
4. Use the single arrow pointing to the right to move the criteria to the Selected Criteria area.
5. Select Finish.



6. For the first run, set the Risks Insured criteria to Range of 101 through Open (for policies over 100 lives).



Modify the Report Layout

1. Select Layouts from the Navigation Panel.
2. Select the Layout added for the P&C business.
3. Select Actions > Copy Layout To.
4. Enter a new Layout name (i.e. “Largest Accounts by Agency Commission Amount for Group Benefits”).

5. Enter a Description (i.e. “Used with Group Benefits criteria and sorts by largest accounts”).

6. Check the ‘This report’ checkbox in the Create Copies In area.

7. Select Finish.

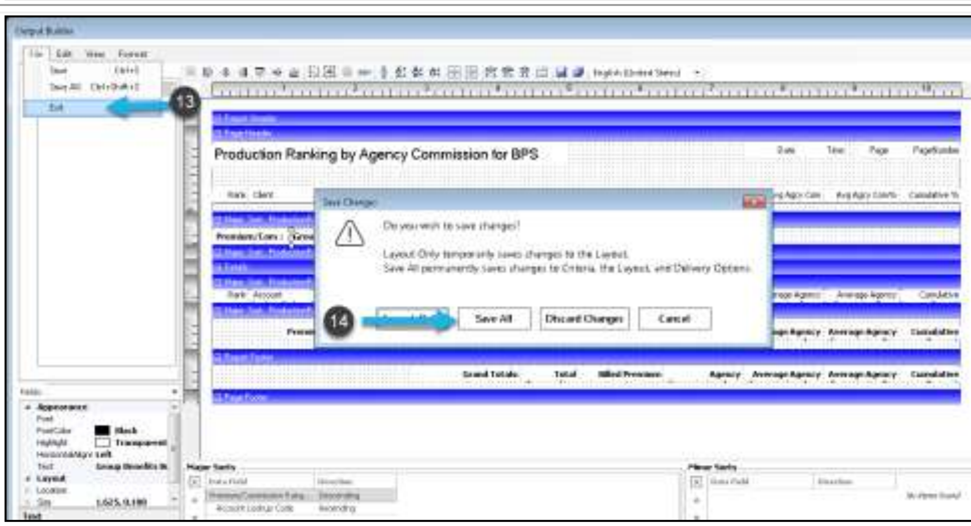
8. Ensure the previously used layout Print setting is No.

9. Select the newly added layout and ensure the Print setting is set to Yes.

10. Use the edit icon to edit the newly added layout.

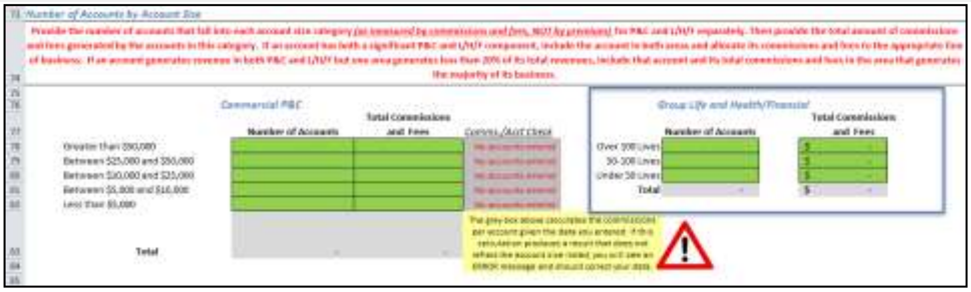
11. Select the “P&C Business” label fields in the Major Sort Header and Footer section.

12. Use the Text property to change to “Group Benefits Business”.



13. Select File > Exit.

14. Select Save All.

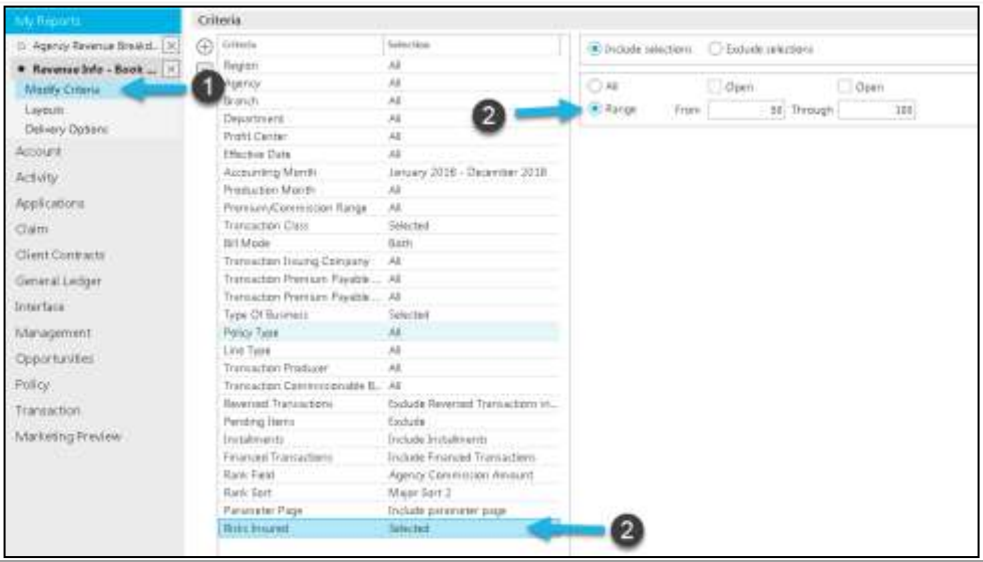


Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

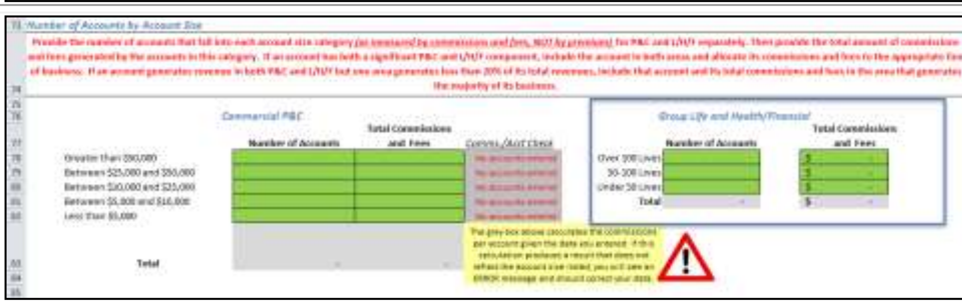
NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery in the Navigation Panel.

Based on criteria set, report results will be for only Group Life & Health/Financials over 100 lives.



Modify the Report Criteria

1. Select Modify Criteria from the Navigation Panel
2. For the second run, set the Risks Insured criteria to Range of From 50 To 100 **.**

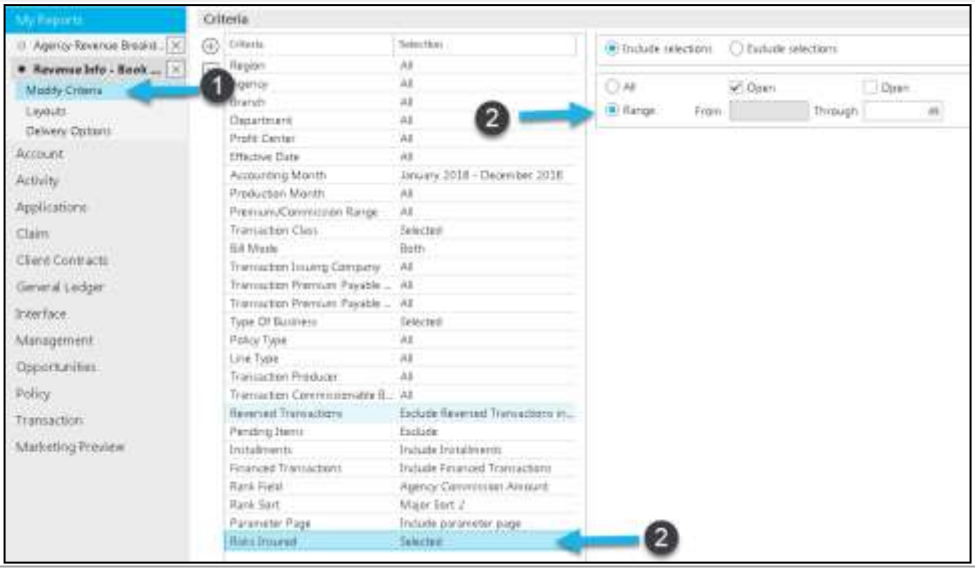


Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

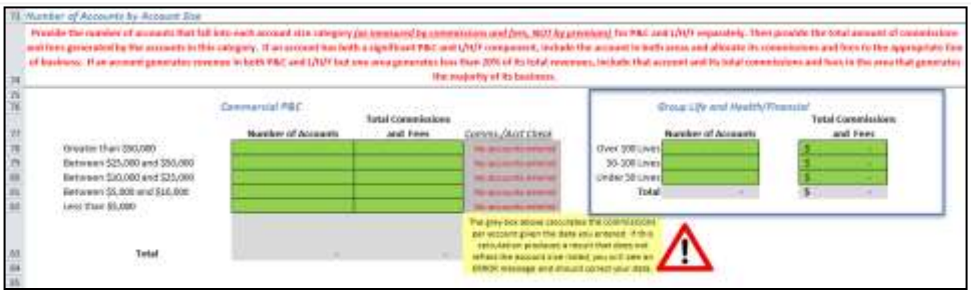
NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery in the Navigation Panel.

Based on criteria set, report results will be for only Group Life & Health/Financials 50 – 100 lives.



Modify the Report Criteria

1. Select Modify Criteria from the Navigation Panel.
2. For the second run, set the Risks Insured criteria to Range of From Open To 49.



Print/Preview the Report

From the Options Bar, select Print > Preview to view your report on screen.

NOTE: You can also select Actions > Generate Report and it will be delivered per your options set in Delivery in the Navigation Panel.

Based on criteria set, report results will be for only Group Life & Health/Financials Under 50 lives.

PRODUCER INFO TABS

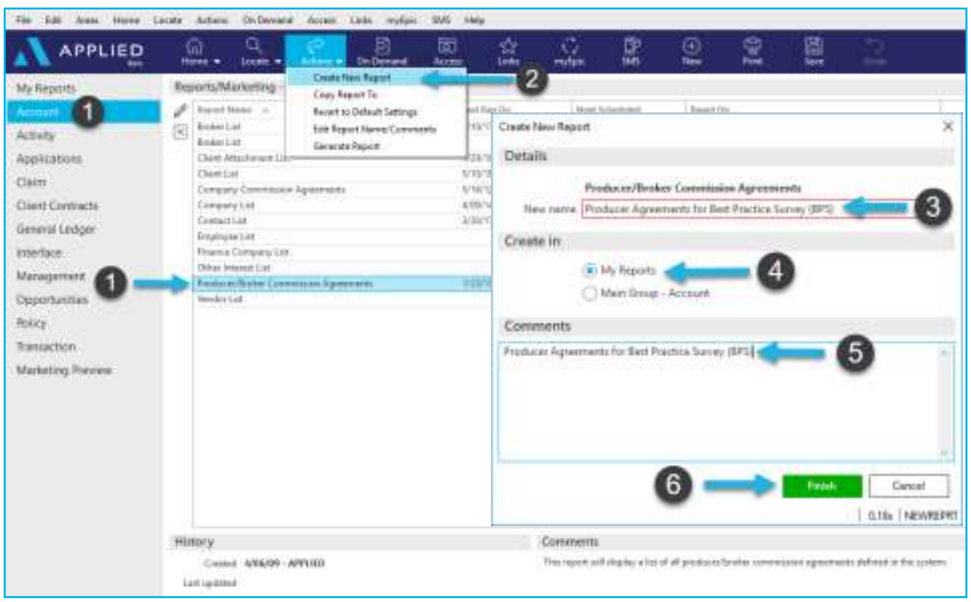
The following is provided to assist in producing reports from the Applied Epic system necessary to complete the Producer Info DATA ENTRY tab in the 2019 Collection File for the Reagan Consulting Best Practices Survey.

This Job Aid will use the Broker/Producer Commission Agreement, Commission Volume, and Employee List Reports. It is important that you begin with default version of these reports. If you have modified the default version of these reports, you will want to save your versions as a new report so that you can revert back to the default version of these reports.

To revert a report back to the default version:

- Select the report and
- Select Actions > Revert to Default Report

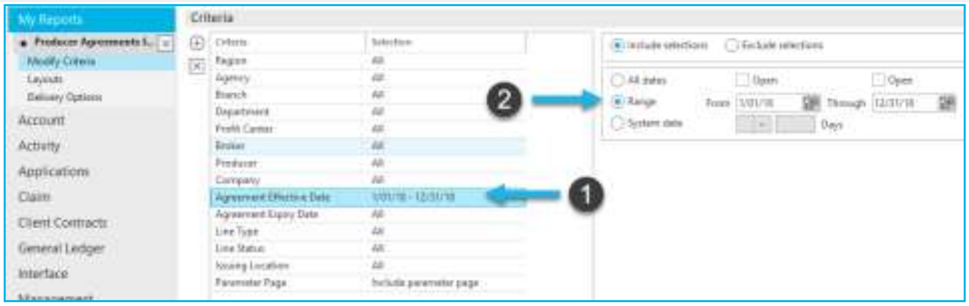
Agency Commission Structure

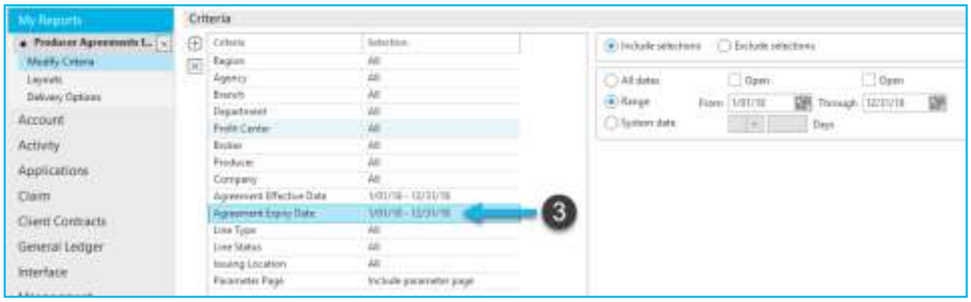


Steps

Create a New Report

1. Once in Reports/Marketing area, select Account > Producer/Broker Commission Agreements Report
2. Select Actions > Create New Report
3. Enter a name for the report (i.e. Producer Agreements for Best Practice Survey (BPS))
4. Select the ‘My Reports’ radio button
5. Optionally enter a Comment that describes the use of this report, in this case Producer Agreements for Best Practice Survey
6. Select ‘Finish’



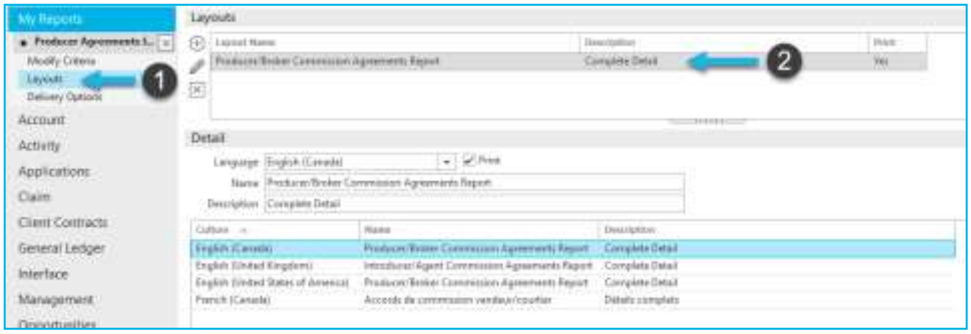


Modify the Report Criteria

Upon selecting Finish above, Applied Epic will navigate you to the My Reports group, open the newly created report in the Modify Criteria section

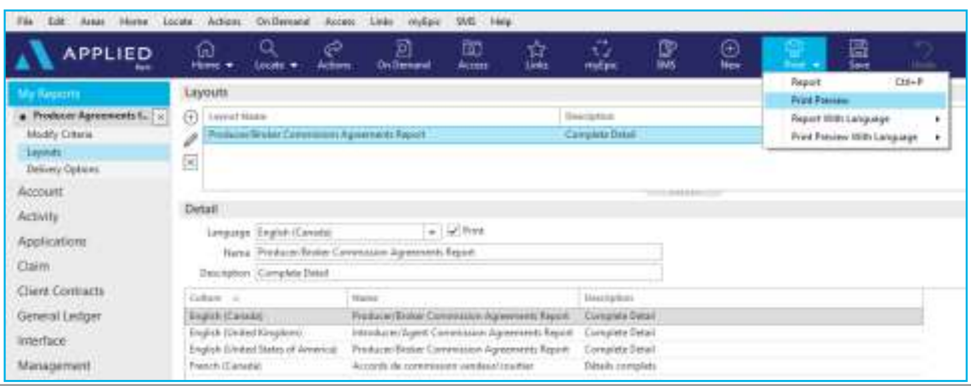
1. Select Agreement Effective Dates
2. Modify criteria by selecting the Range radio button and entering the previous fiscal year in the From and To (unchecking the Open checkboxes if needed)
3. Repeat with criteria Agreement Expiration Dates

Note: If you have agreements for Producers that were effective prior to the start of this fiscal year and but are still in force, you will need to alter the Ranges to ensure you are capturing all agreements that were in force during the fiscal period you are completing the survey for; You may also need to exclude Brokers using the Broker/Exclude selections option



Modify the Layout

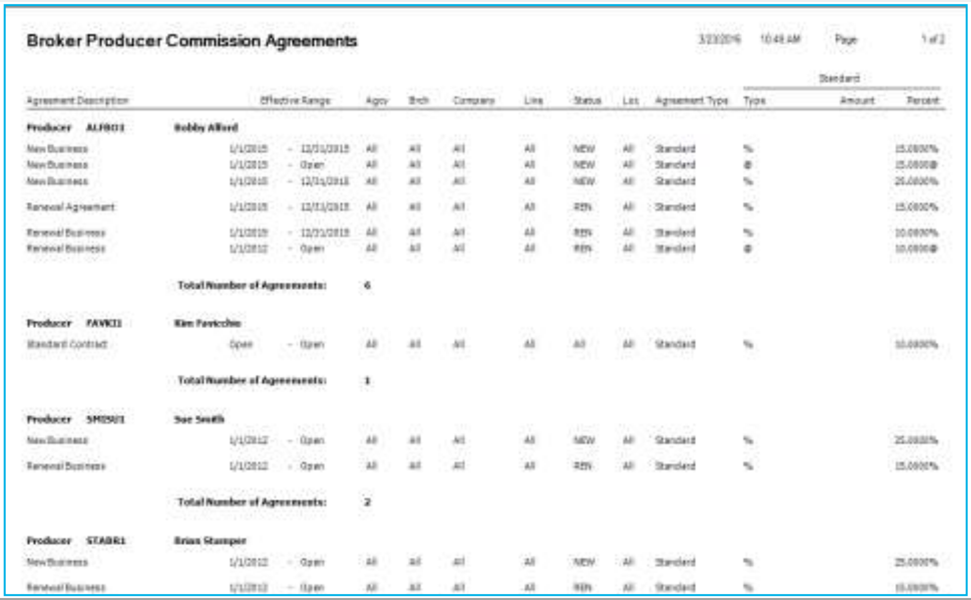
1. Select Layouts option in the Navigation Panel
2. Either double click on the Layout or use the edit icon, to edit the Layout
3. Select the Major Sort: BrPrComAgreement.BrokerProducer.ProducerBrokerLookup band in the report canvas
4. Set the PageBreak property to False
5. Select File > Save All



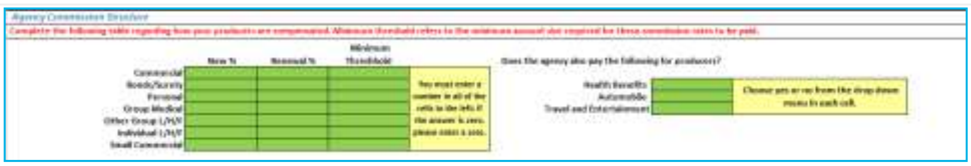
Print/Preview the Report

From the Options Bar, select 'Print'>'Preview' to view your report on screen

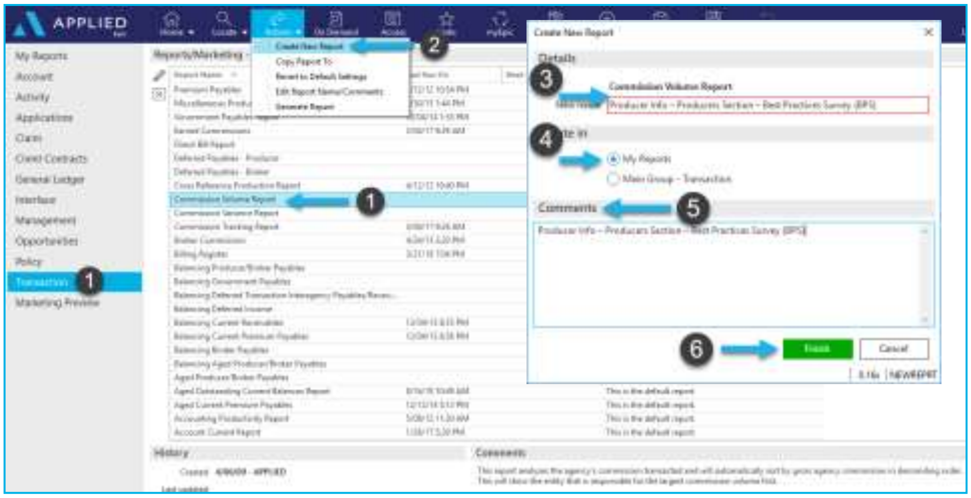
NOTE: You can also select Actions>Generate Report and it will be delivered per your options set in 'Delivery' in the Navigation Panel



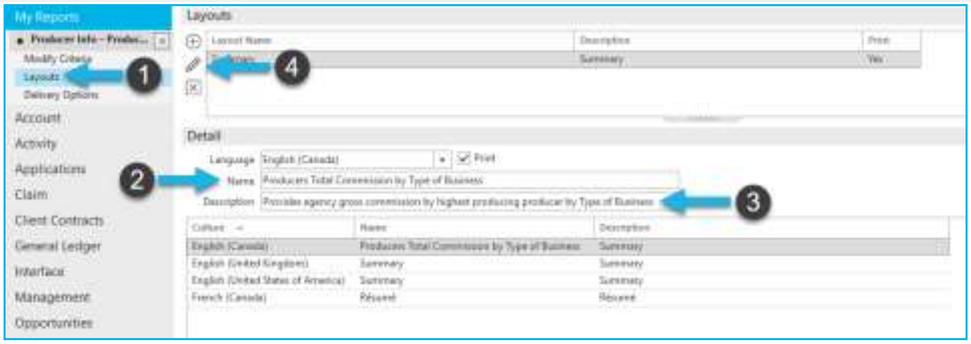
Sample Print Preview of Broker/Producer Commission Agreements



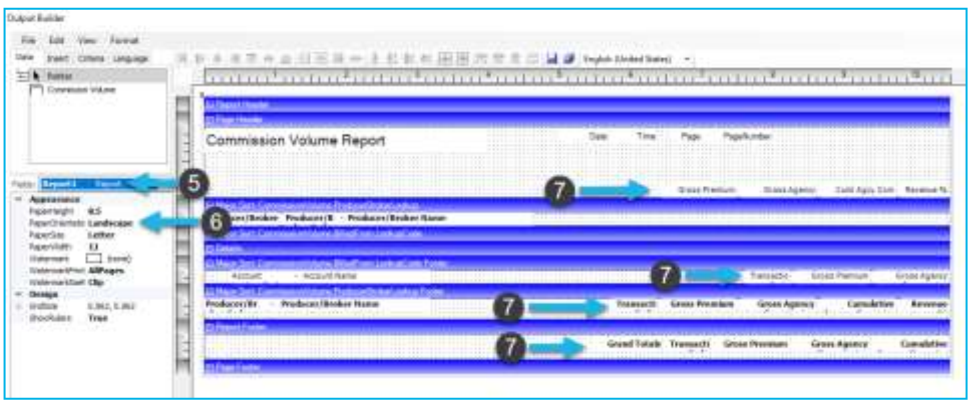
Enter requested data into the Agency Commission Structure area in the Best Practices Collection File, Producer Info DATA ENTRY tab

Producers	Steps
	***Create a New Report*** **1. Once in Reports / Marketing area, select Transaction > Commission Volume Report** **2.** Select Actions>Create New Report **3.** Enter a name for the report (i.e.; Producer Info – Producers Section – Best Practices Survey (BPS)) **4.** Select the 'My Report' radio button **5.** Optionally, enter a Comment that describes the use of this report, specifically (example: This report will produce data necessary to complete the Producers section of the Producer Info tab for the Best Practice Survey (BPS)) **6.** Click 'Finish'
	***Modify the Report Criteria*** ***Upon selecting Finish above, Applied Epic will navigate you to the My Reports group, open the newly created report in the Modify Criteria section*** 1. Set both the Current Period Month and Cumulative Month criterion to Range with the From and To aligning with the fiscal period being reported

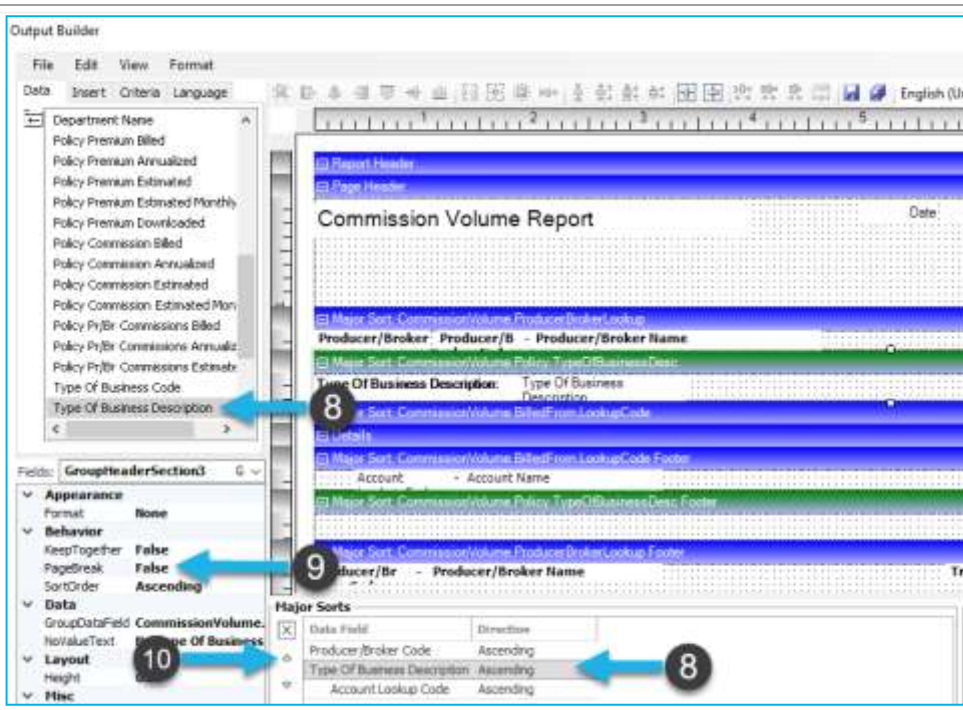
Modify the Report Layout



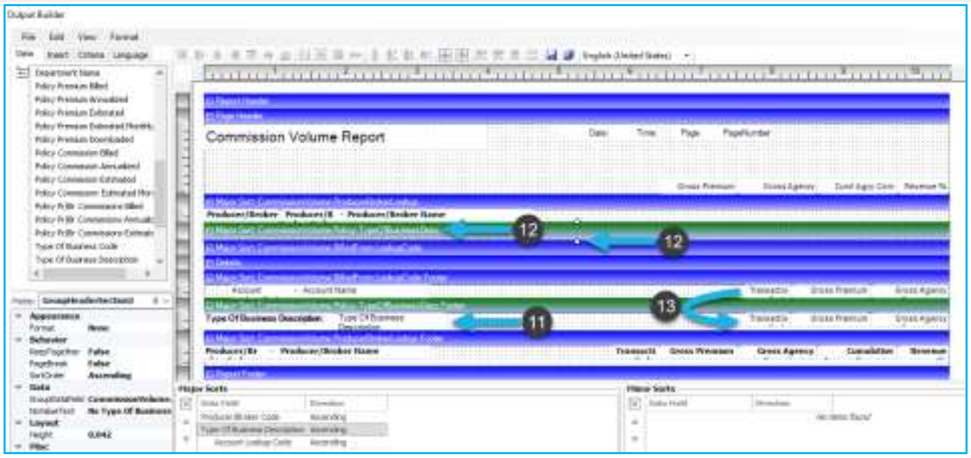
12. Select the Layouts option on the Navigation Panel
13. Change the Layout Name to Producers Total Commission by Type of Business
14. Change the Description to Provides agency gross commission by highest producing producer by Type of Business
15. Select the edit icon

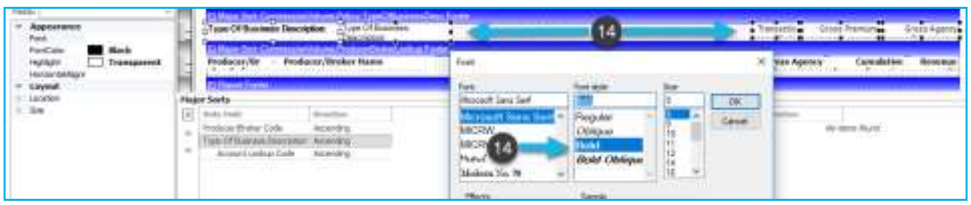


16. Set the Fields indicator to Report 1 using the drop down (note entries in this list are in alphabetically order)
17. Change the PaperOrientation property to Landscape for more room
18. Move selected fields all the way to the right



19. Add Type of Business Description to Major Sort
20. Set the PageBreak property to False
21. Move the Type of Business Description sort option above Account Lookup Code sort option



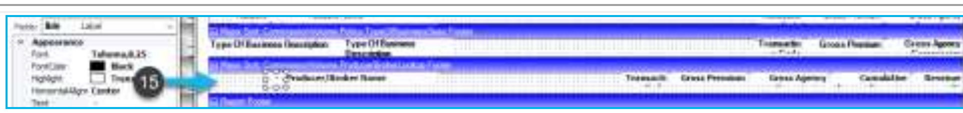


22. Move the Type of Business Description label and data field from the Major Sort CommissionVolume.Policy. TypeofBusinsessDesc band to the same Major Sort's footer band

23. Click on Major Sort CommissionVolume.Policy. TypeofBusinessDesc band and use handles to shrink the band by clicking on the bottom handle and dragging it up

24. Copy and paste 3 data fields for Transaction Code, Gross Premium, and Agency Commission from Lookup Footer to Type of Business Description Footer

25. Select all fields in the Type of Business Footer and use the Font property to make them all Bold

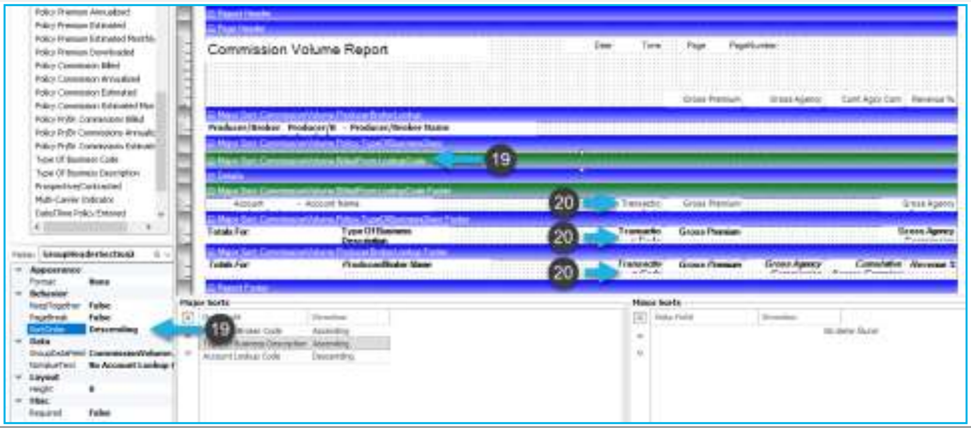


26. Delete the ProducerBroker Lookup data field and hyphen label field in the Lookup Footer

27. Copy and paste the Types of Business Description label from the Types of Business Description Footer into the ProducerBroker Lookup Footer

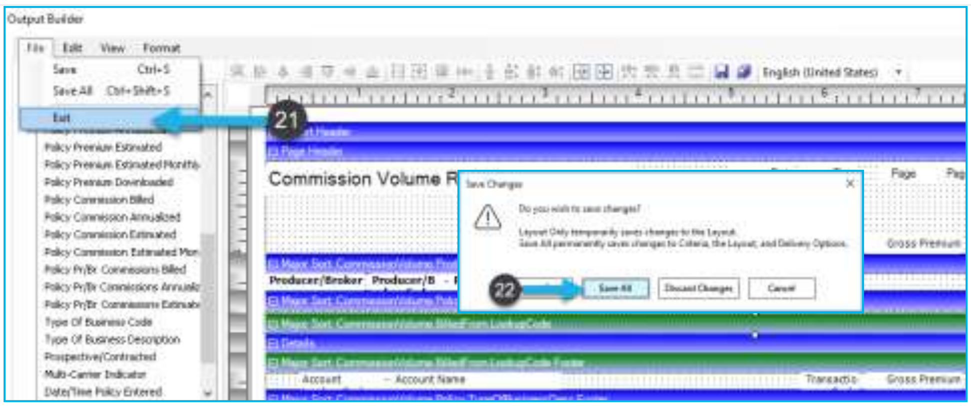
28. Change the Text property on both these label fields to Totals For

29. Change the font for all fields in that row to Bold Oblique for better definition between total lines



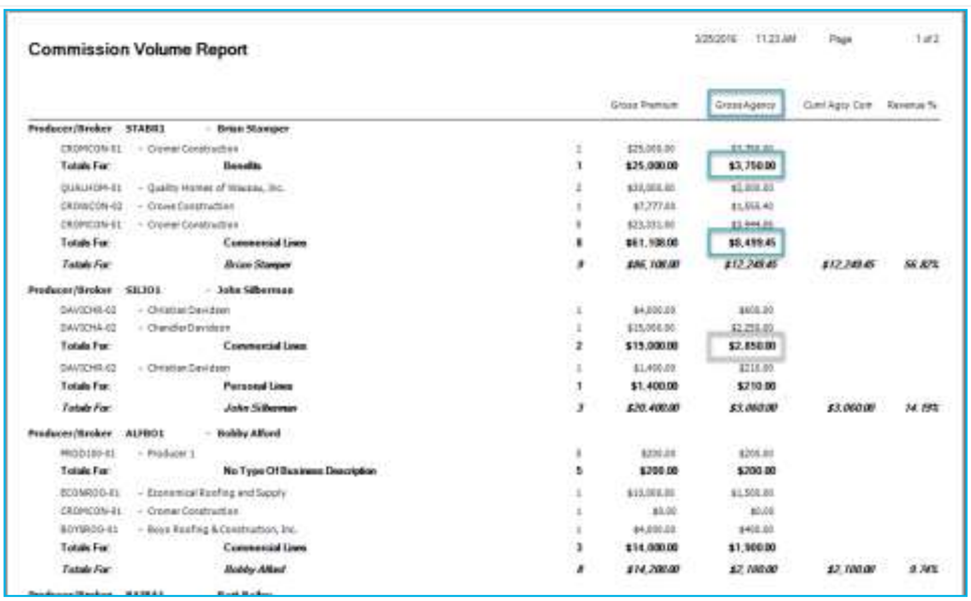
30. So that the amounts appear in order of largest commission amount to smallest, set the SortOrder property on the Account Lookup Code to Descending

31. Use alignment tools to align all like fields in the different bands



32. Select File > Exit

33. Select Save All



Print/Preview the Report

From the Options Bar, select 'Print'>'Preview' to view your report on screen

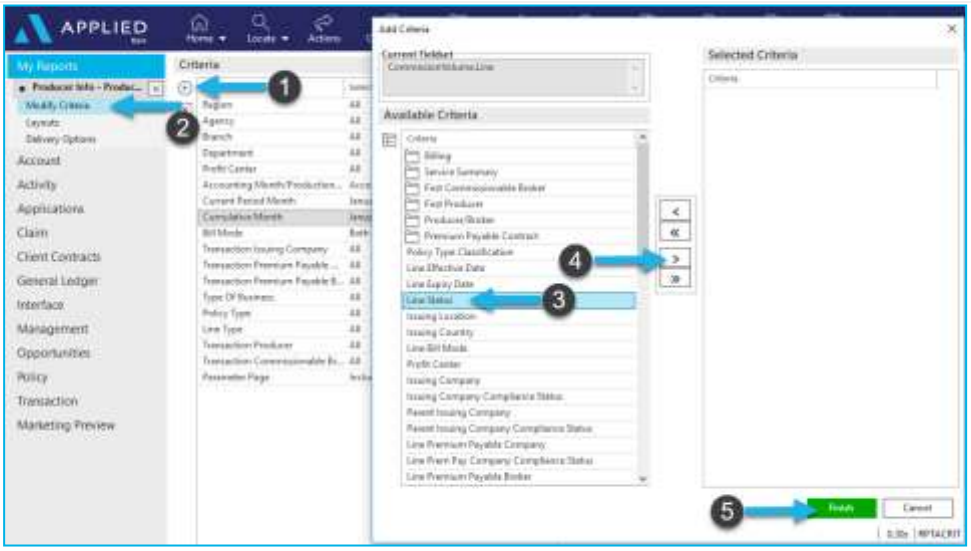
NOTE: You can also select Actions>Generate Report and it will be delivered per your options set in 'Delivery' in the Navigation Panel

Locate the Gross Agency Commission for each type of business for each producer to transfer to the Collection File

Enter requested data in the Best Practices Survey

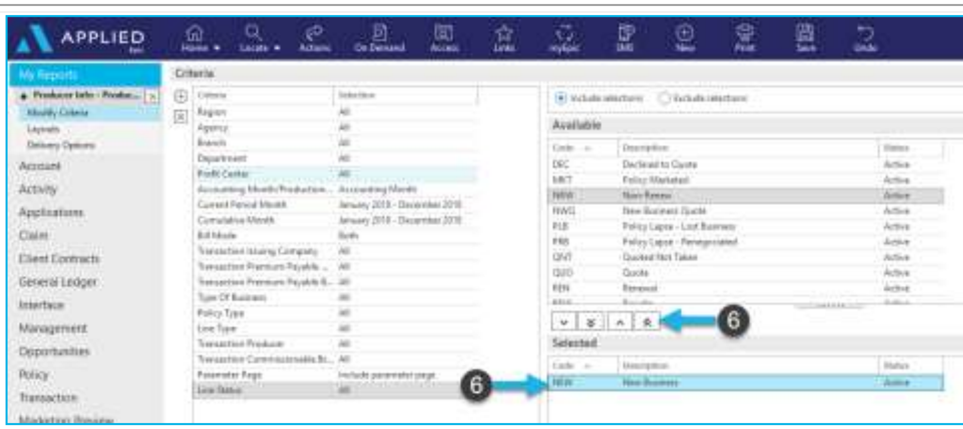
Complete all TOTAL Commission fields with the above report

Proceed with next steps to obtain data on just the NEW Commissions for each

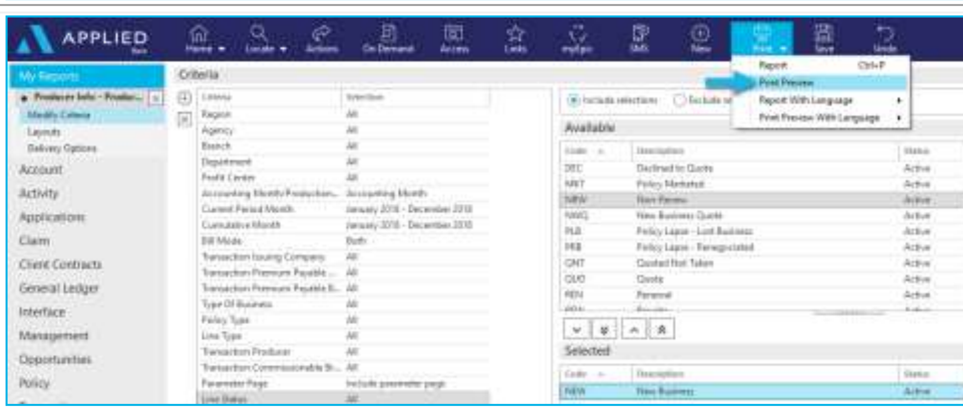


Modify Report Criteria

1. Select Modify Criteria
2. Use the add icon to add a criteria
3. Select the Line Status Criteria
4. Use the single arrow pointing left to select the criteria
5. Select 'Finish'



6. Use the arrows to select only the Line Status codes used to denote new business



Print/Preview the Report

From the Options Bar, select 'Print'>'Preview' to view your report on screen

NOTE: You can also select Actions>Generate Report and it will be delivered per your options set in 'Delivery' in the Navigation Panel

Commission Volume Report 3/25/2016 2:04 PM Page 1 of 2

				Gross Premium	Gross Agency	Cum'l Agcy Com	Revenue %
Producer/Broker	**STABR1**	**– Brian Stamper**					
CROMCON-01	– Cromer Construction		1	$25,000.00	$3,750.00		
Totals For:		**Benefits**	**1**	**$25,000.00**	**$3,750.00**		
QUALHOM-01	– Quality Homes of Wausau, Inc.		2	$30,000.00	$3,000.00		
CROMCON-01	– Cromer Construction		2	$14,443.00	$2,166.45		
Totals For:		**Commercial Lines**	**4**	**$44,443.00**	**$5,166.45**		
Totals For:		***Brian Stamper***	***5***	***$69,443.00***	***$8,916.45***	***$8,916.45***	***59.58%***
Producer/Broker	**ALFBO1**	**– Bobby Alford**					
ECONROO-01	– Economical Roofing and Supply		1	$10,000.00	$1,500.00		
BOYSROO-01	– Boys Roofing & Construction, Inc.		1	$4,000.00	$400.00		
Totals For:		**Commercial Lines**	**2**	**$14,000.00**	**$1,900.00**		
Totals For:		***Bobby Alford***	***2***	***$14,000.00***	***$1,900.00***	***$1,900.00***	***12.70%***
Producer/Broker	**BAIBA1**	**– Bart Bailey**					
REFRSER-01	– Refrigeration Services of Wisconsin		1	$4,500.00	$675.00		
BOYSROO-01	– Boys Roofing & Construction, Inc.		2	$10,100.00	$1,100.00		
Totals For:		**Commercial Lines**	**3**	**$14,600.00**	**$1,775.00**		
Totals For:		***Bart Bailey***	***3***	***$14,600.00***	***$1,775.00***	***$1,775.00***	***11.86%***
Producer/Broker	**BOEKA1**	**– Kat Boeki**					
ROMACON-01	– Roman Construction		1	$3,500.00	$525.00		
QUALCON-01	– Quality Construction Company, Inc.		1	$2,000.00	$300.00		
DAVICHA-02	– Chandler Davidson		1	$2,500.00	$375.00		
Totals For:		**Bond**	**3**	**$8,000.00**	**$1,200.00**		
Totals For:		***Kat Boeki***	***3***	***$8,000.00***	***$1,200.00***	***$1,200.00***	***8.07%***

Again, locate the Gross Agency Commission for each type of business for each producer to transfer to the Collection File however this time the amounts will equate to only commissions associated with new business

Note: The order in which the producers appear in the report will change given the report is sorting the producers in descending order of most/highest commission

You may enter a name or your own identification of each producer - for example "Producer 1", etc. This information is kept strictly confidential and will be presented in aggregate/average ONLY.	Please enter the date in the format MM/DD/YYYY - be sure to type the forward slashes.	See row 25 above for an explanation of how to classify each producer as val. or unval.	NOTE: Enter TOTAL commissions and fees coded to the producer for each line of business first. TOTAL commissions and fees sho... commissions during the last year. NEW commissions cannot exceed total commissions in a single line of busin...					
			COMMERCIAL LINES (include WAS and bond/surety here)		PERSONAL LINES		LIFE, HEALTH, AND FINANCIAL (include all group medical, other group, and individual L/H/F here)	
Producer Name	Date of Birth	Validated or Unvalidated?	TOTAL Commercial Lines Commissions	NEW Commercial Lines Commissions	TOTAL Personal Lines Commissions	NEW Personal Lines Commissions	TOTAL L/H/F Commissions	NEW L/H/F Commissions
			$ -	$ -	$ -	$ -	$ -	$ -

Enter requested data in the Best Practices Survey

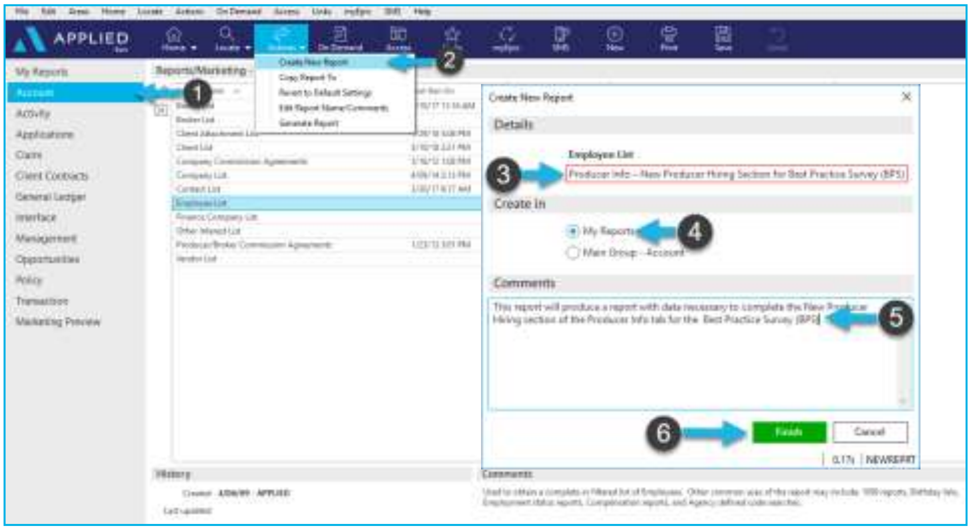
Complete all NEW Commission fields with the above report for each producer respectively

Please indicate if the data provided above represents WRITTEN or BOOKED commission dollars.

How did you report commissions?

The above reports are pulling data from transactions filed in the Applied Epic system and therefore represent Booked commission dollars per the Reagan Consulting definition provided

New Producer Hiring



Steps

Create a New Report

1. **Once in Reports / Marketing area, select Accounts > Employee List Report**
2. Select Actions>Create New Report
3. Enter a name for the report (i.e.; Producer Info – New Producer Hiring Section for Best Practice Survey (BPS))
4. Select the 'My Report' radio button
5. Optionally, enter a Comment that describes the use of this report specifically (example: This report will produce a report with data necessary to complete the New Producer Hiring section of the Producer Info tab for the Best Practice Survey (BPS))
6. Click 'Finish'

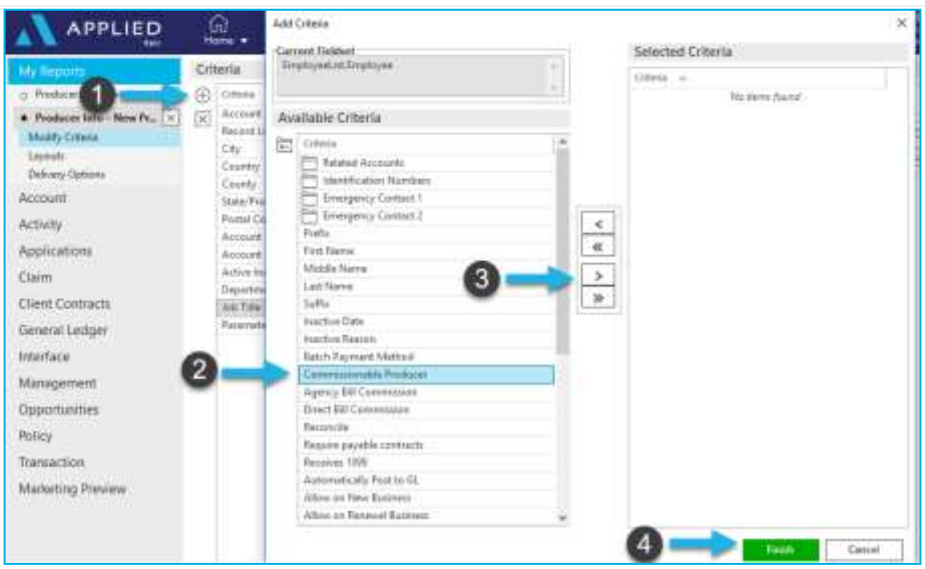
Modify the Report Criteria

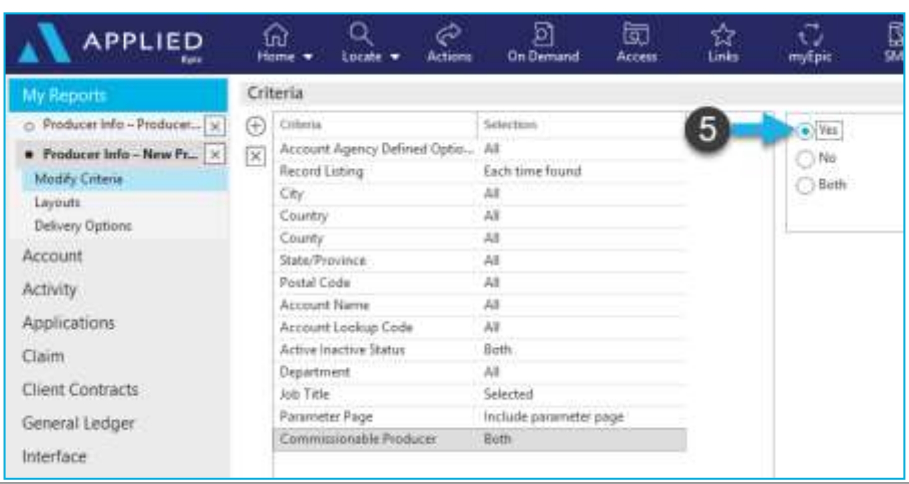
There are two options for obtaining the report needed for this section: using the Job Description criteria or using the Commissionable Producer criteria

Use the option based on how your organization has used these fields in the Employee Account files

Modify the Report Criteria – Job Description Criteria Option

1. Select Job Description criteria
2. Set the Range From and To based on the wording used by your organization (examples: Producer, Sales Rep, Sales Associate, etc.)
3. Note: if there are inconsistencies in what was entered on different Employee accounts, this will not be a reliable criteria to use

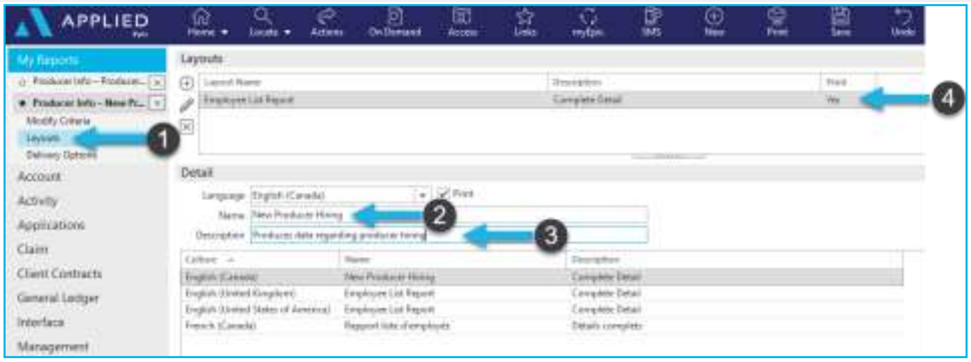




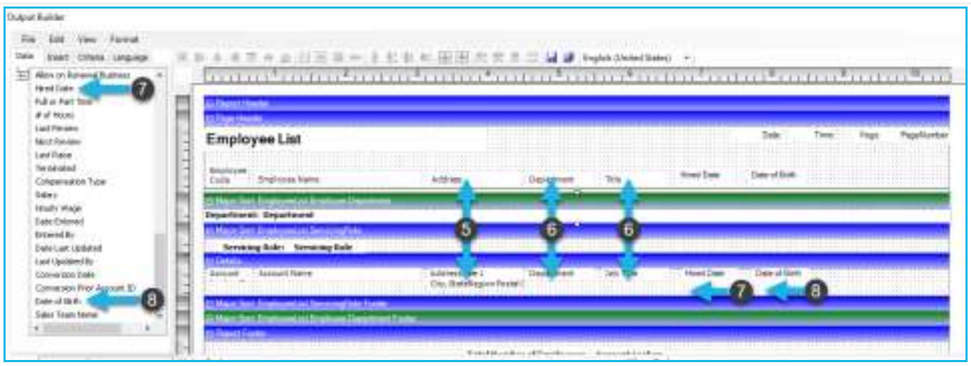
Modify the Report Criteria – Commissionable Producer Criteria Option

1. Select add icon
2. Double click on the Employee List > Employee folders and choose Commissionable Producer criteria
3. Use the single right arrow to move the selected criteria to the Selected Criteria area
4. Select Finish
5. Select the Yes radio button

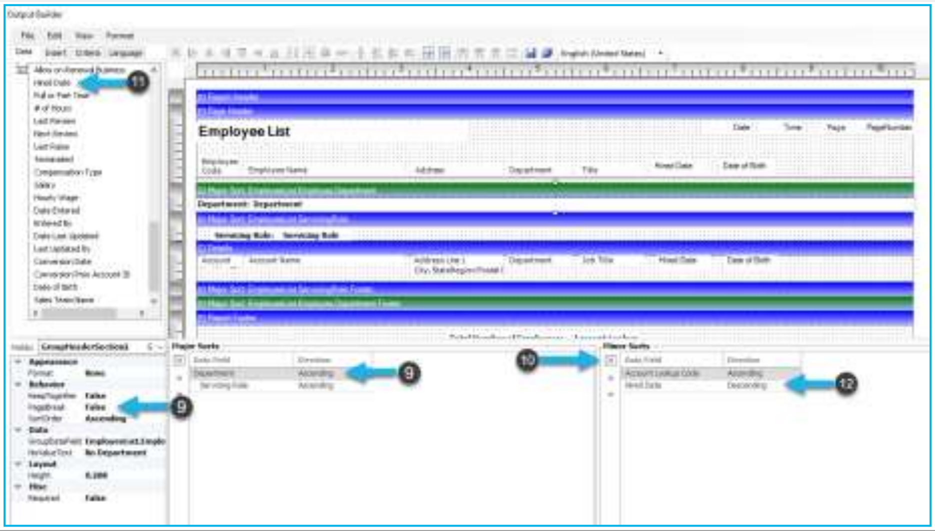
Modify the Report Layout



1. Select Layouts from the Navigation Panel
2. Change the Name of the default layout to New Producer Hiring
3. In Description enter Produces data regarding producer hiring
4. Edit the layout using the edit icon or double clicking



5. Remove Address label and data field by selecting them and pressing the DEL key on your keyboard
6. Move Department and Title labels and data fields to the left
7. Navigate the Data tab to locate the Hired Date data field (Employee List > Employee > Hired Date) and Drag and drop into the Details band of the report canvas
8. Navigate the Data tab to locate the Date of Birth data field (Employee List > Employee > Date of Birth and drag and drop into the Details band of the report canvas

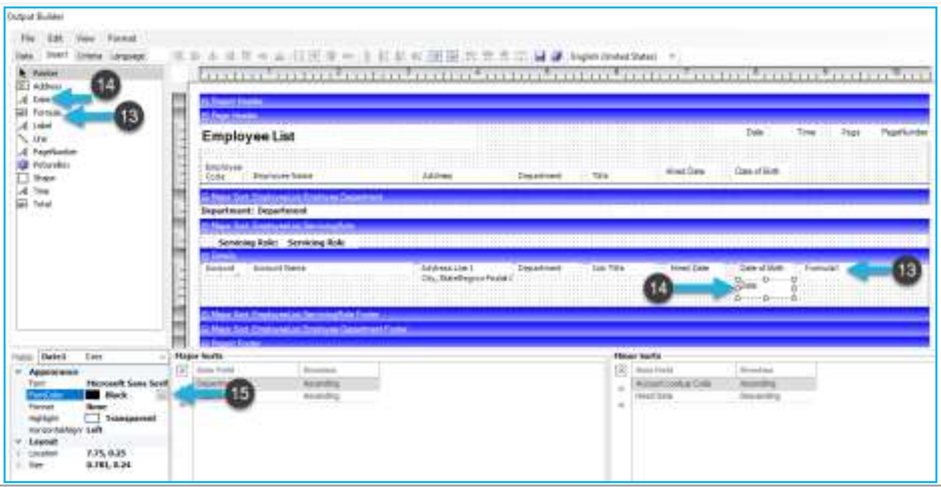


9. Set the *PageBreak* property on Department Major Sort to False

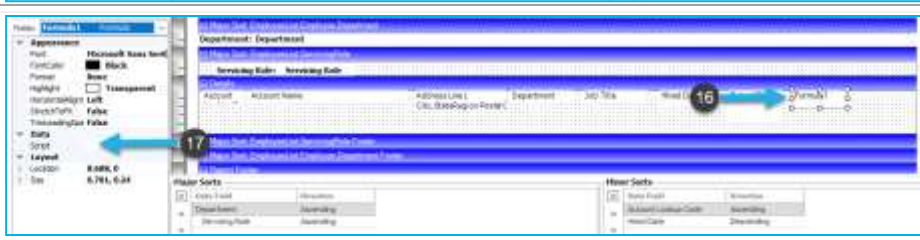
10. Remove Account Lookup Code from Minor Sort

11. Drag and Drop Hired Date from the Data tab to Minor Sort area

12. Set the *SortOrder* property for Minor Sort Hired Date to Descending

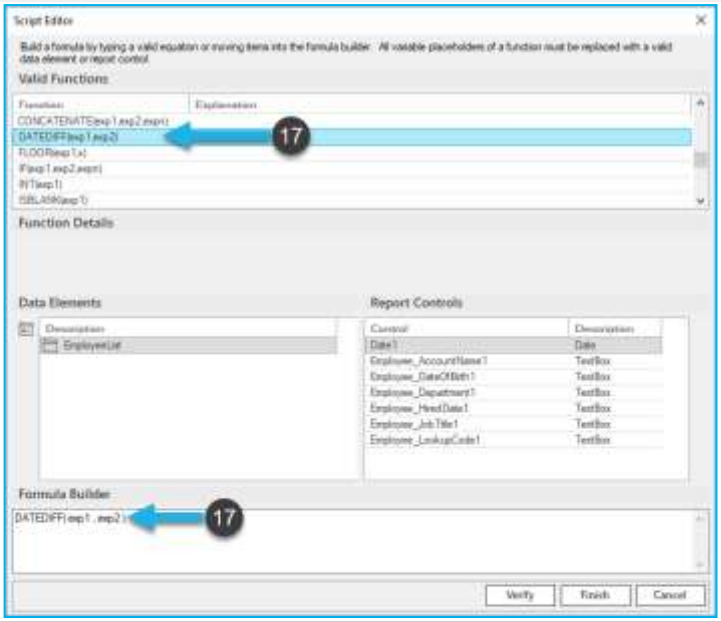


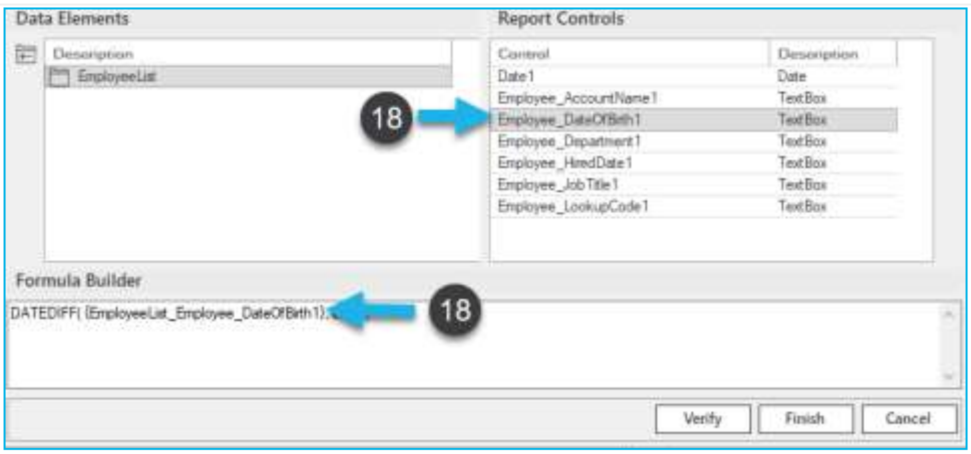
13. From the Insert tab drag and drop Formula field to the right of the Date of Birth field
14. Drag and drop the Date field from the Insert tab directly below the Date of Birth Field
15. Set the *FontColor* property to White



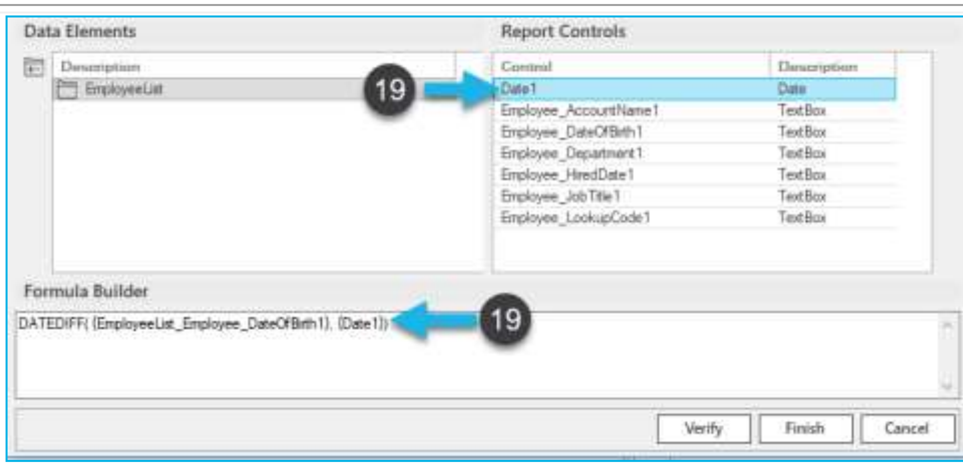
16. Select the Formula field and select the *Script* property using the ellipsis

17. In the Script Editor, double click to select the DATEDIFF function in the Valid Functions area

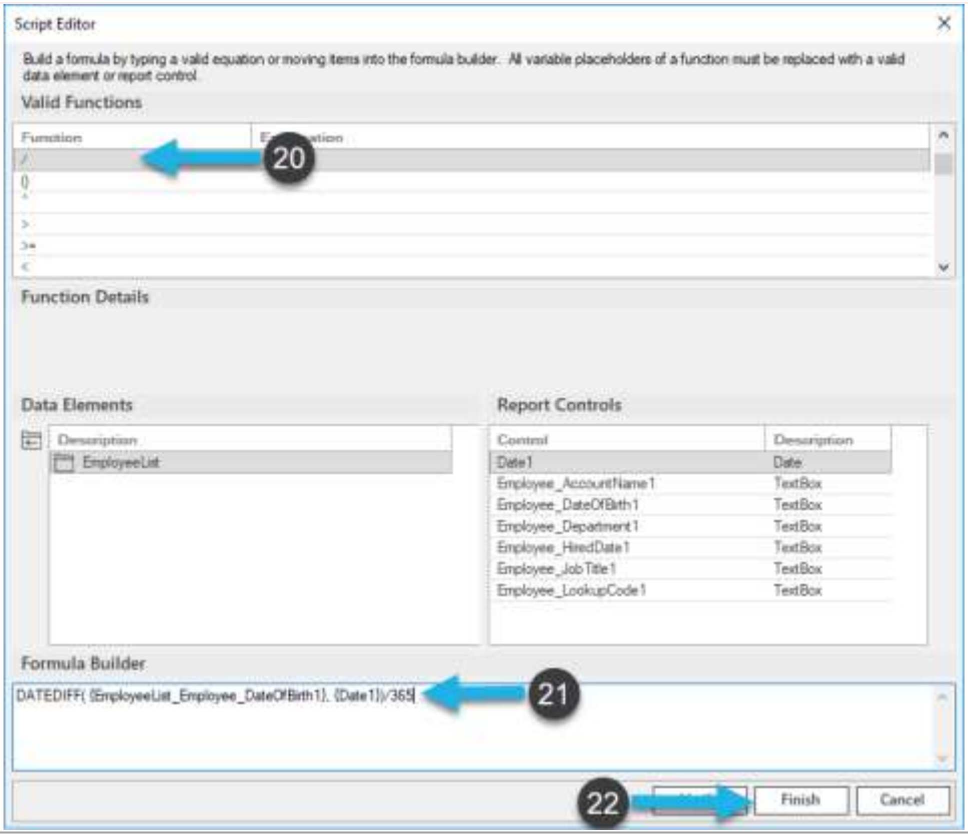




18. Highlight ‘exp1’ in the Formula Builder area and double click on the Employee_DateofBirth1 field from the Report Controls area replacing the ‘exp1’ with ‘{Employee_DateofBirth1}’



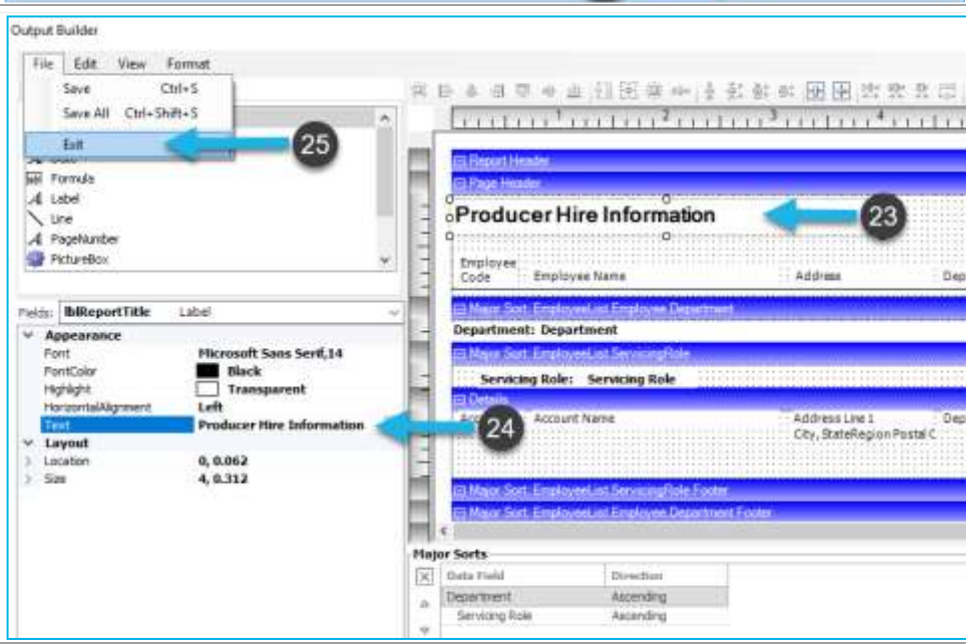
19. Highlight ‘exp2’ and double click on the Date1 field from the Report Controls area replacing the ‘exp2’ with ‘{Date1}’



20. Place cursor at the end of the formula in the Formula Builder and select the '/' function from the Valid Function area

21. Place cursor at the end of the formula in the Formula Builder and enter 365

22. Select 'Finish'



23. Select Report Title label

24. Use the Text property to change title to Producer Hire Information

25. Select File > Exit > Save All

Print/Preview the Report

From the Options Bar, select 'Print'>'Preview' to view your report on screen

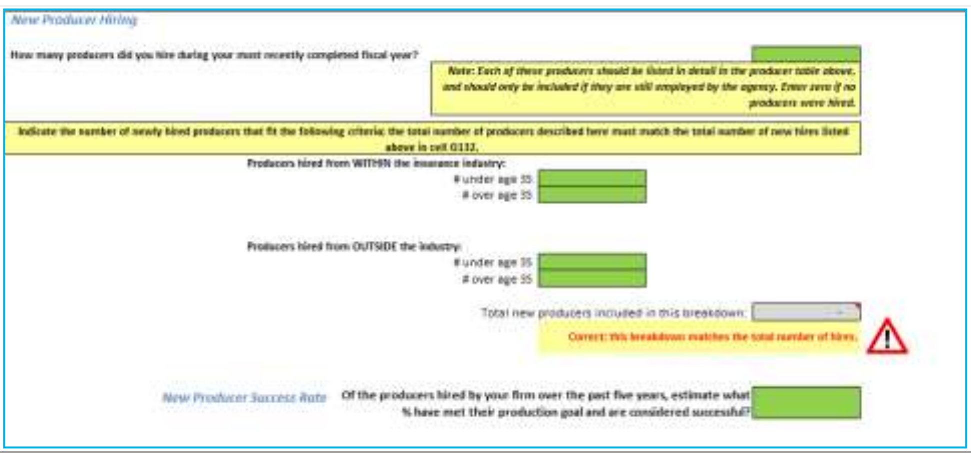
NOTE: You can also select Actions>Generate Report and

it will be delivered per your options set in 'Delivery' in the Navigation Panel

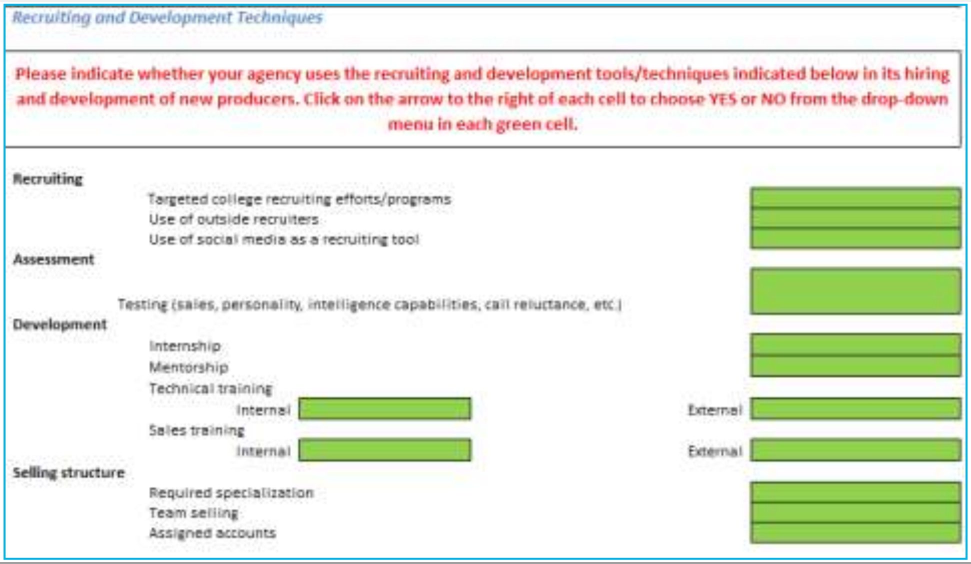
1. Use the Hired Date column to determine producers hired during the period being reported

2. Use the age calculated using the formula built to determine number of producers over age 35 vs. those under age 35

3. If an employee record doesn't have the Date of Birth field completed, it will result in a #VALUE entry on the report



Enter requested data in the Best Practices Survey

Recruiting and Development Techniques	Steps
 *Recruiting and Development Techniques* Please indicate whether your agency uses the recruiting and development tools/techniques indicated below in its hiring and development of new producers. Click on the arrow to the right of each cell to choose YES or NO from the drop-down menu in each green cell. **Recruiting** Targeted college recruiting efforts/programs Use of outside recruiters Use of social media as a recruiting tool **Assessment** Testing (sales, personality, intelligence capabilities, call reluctance, etc.) **Development** Internship Mentorship Technical training Internal External Sales training Internal External **Selling structure** Required specialization Team selling Assigned accounts	***Enter requested data in the Best Practices Survey*** ***Unless your organization used Agency Defined Categories/Codes to track this information on Employee Accounts, the information for this section will need to be obtained manually or from another source***

STAFF AND TECHNOLOGY TAB

The following is provided to assist in producing reports from the Applied TAM system necessary to complete the Staff & Technology DATA ENTRY tab in the 2019 Collection File for the Reagan Consulting Best Practices Survey.

This Job Aide will use an Employee File Search.

The following is provided to assist in producing reports from the Applied Epic system necessary to complete the Staff and Technology DATA ENTRY tab in the 2019 Collection File for the Reagan Consulting Best Practices Survey. This document contains job aids that coincide with the following sections of this tab in the Collection File:

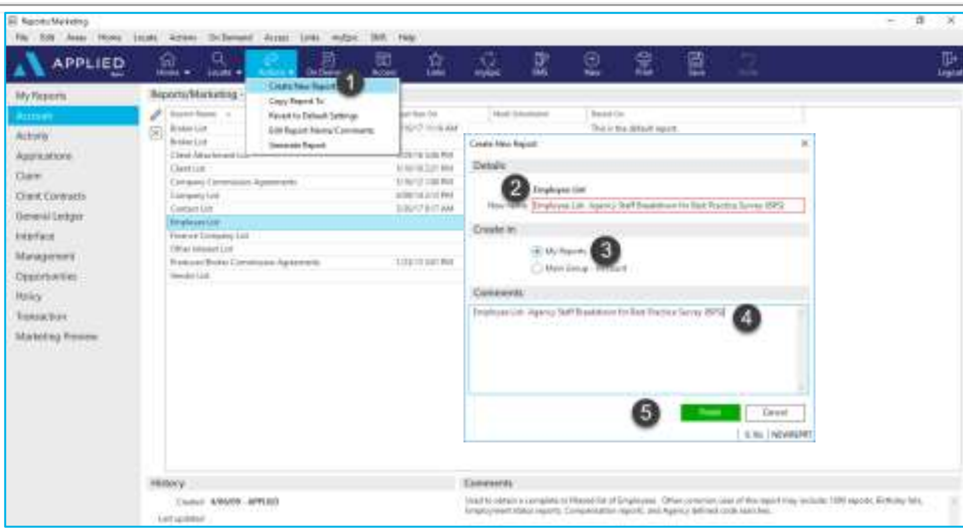
- Agency Staff Breakdown
- Service and Sales Staff Breakdown
- Employees Working Remotely

This Job Aid will use the Employee List and General Ledger Register reports. It is important that you begin with default versions of these reports. If you have modified the default version of these reports, you will want to save your versions as a new report so that you can revert back to the default version of these two reports.

To revert a report back to the default version:

- Select the report and
- Select Actions > Revert to Default Report

Agency Staff Breakdown



Steps

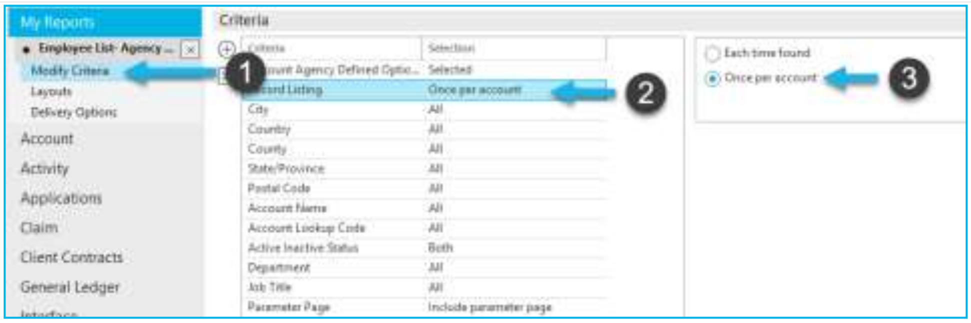
Create a New Report

1. Once in Reports/Marketing area, select Account> Employee List Report
2. Select Actions>Create New Report
3. Enter a name for the report (i.e.; Employee List- Agency Staff Breakdown for Best Practice Survey (BPS))
4. Select the “My Report” radio button
5. Optionally, enter a Comment that describes the use of this report, specifically
    a. In this case, “Employee List- Agency Staff Breakdown for Best Practice Survey (BPS)
6. Click ‘Finish’

Modify the Report Criteria of Newly Created Report

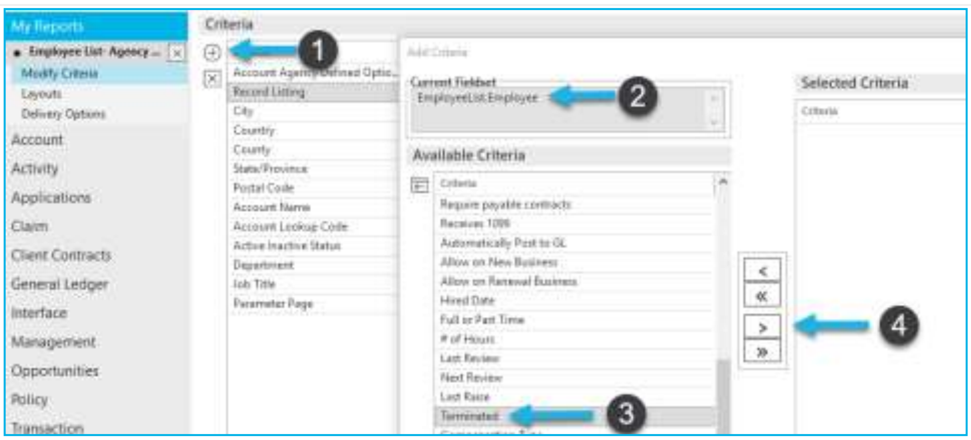
12. Go to “My Reports”

13. Highlight ‘Employee List- Agency Staff Breakdown for Best Practices Survey (BPS) and select edit using the edit icon



1. In the Navigation Panel, select “Modify Criteria” and review all criteria

2. Select criteria Record Listing and select radio button ‘Once Per Account’ (this is to avoid duplication of individuals assigned to more than one Servicing Role)

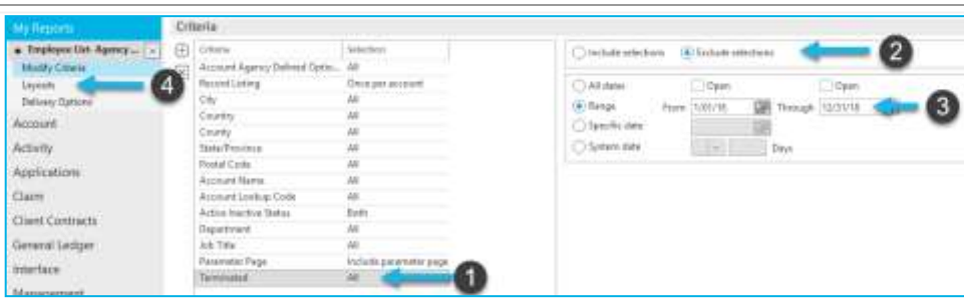


1. Using the add icon , add criteria Employee>Terminated

2. Terminated criteria is found in the Employee List > Employee folder

3. **Scroll down to find “Terminated” criteria**

4. **Use the single selector icon to move “Terminated” criteria into the Selected Criteria panel and select Finish button**



1. Ensure the Terminated criteria just added is selected

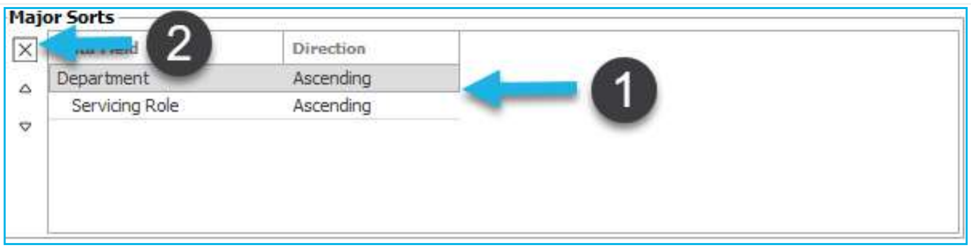
2. Select Exclude selections

3. Enter the most recent fiscal year end dates to exclude employees that were terminated in the period

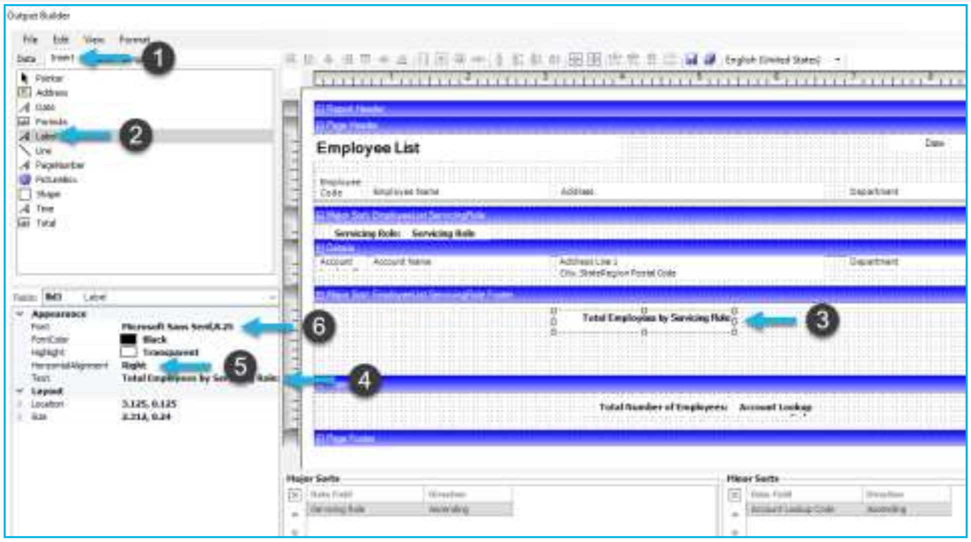
4. Select the Layouts option from the Navigation panel icon

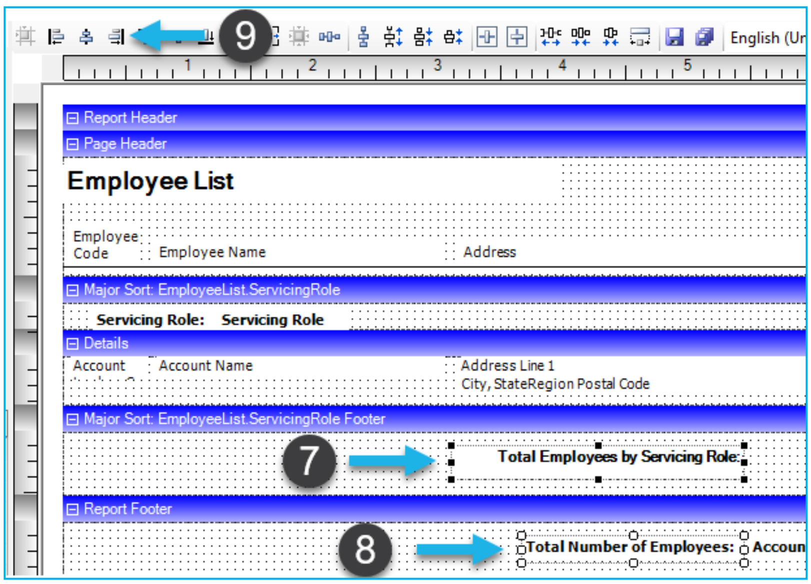
Modify the Report Layout

1. Optionally edit the Layout Detail Description to "Employee list Sorted by Servicing Role"
2. Confirm the Print check box at the bottom of the page is selected to print.
3. *Using the edit icon, edit the Layout.*



1. Remove the Department Major Sort by selecting
2. Select the delete icon



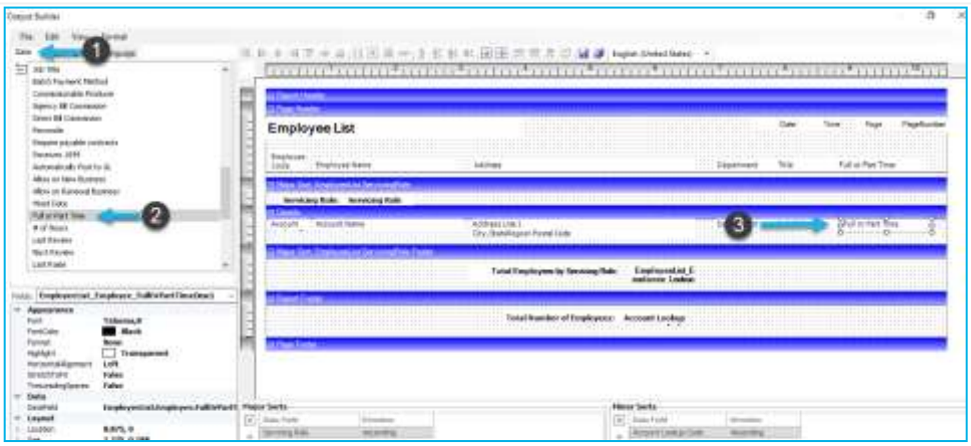


Add a Total Employee by Servicing Role Label

1. Select the Insert tab
2. Select Label
3. Drag and drop a label into the Major Sort band of the report canvas
   a. If needed, expand the Major Sort band by selecting the blue bar that says “Major Sort EmployeeList.ServicingRole.Footer
   b. Use the handles to expand the band by clicking on the bottom handle and dragging down
4. In the Properties area, select the Text property, type “Total Employees by Servicing Role:” over the generic default “lbl1”
5. Select the Horizontal Alignment property and choose Right
6. Select the Font property and using the ellipsis icon select bold
7. Click on the new label and again use the handles to make the label bigger
8. Select the “Total Number of Employees” label in the Report Footer and hold down the CTRL key on the keyboard and select the “Total Employees by Servicing Role; Both fields will now have handles around them
9. Use the Right Alignment tool to align the two label fields on the canvas

Add a Total Employee by Servicing Role Total field

1. Still from the Insert tab, select the Total option and drag onto the report canvas next to the label just added
2. In the Properties area, ensure the TotalType property is set to Count
3. Select the TotalField property and use the ellipsis to access the TotalField Editor
4. Select Employee_LookupCode1 from the Report Controls area of the TotalField Editor and select Finish

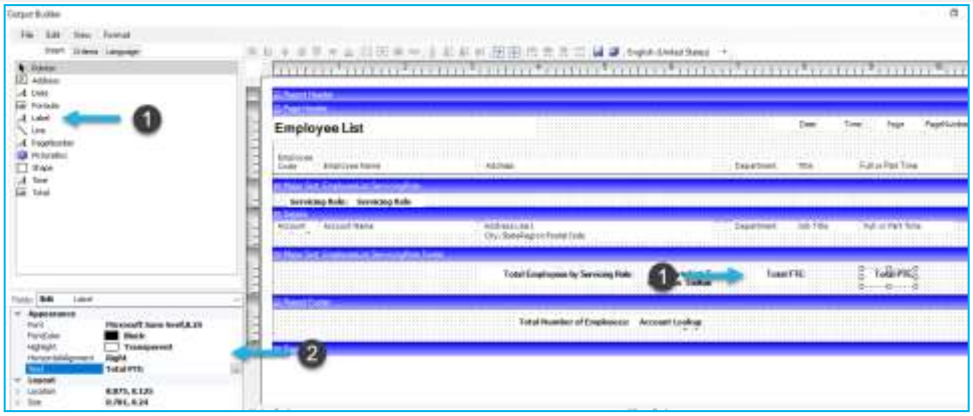


Add Full or Part Time indicator

If you have Part Time employees, it may be helpful to add a data variable to include that indicator in the report to easily identify Part Time employees for calculation purposes. If you don't have Part Time employees, skip this section and proceed to *Title &Save Report Layout* section

1. Select the Data tab
2. Locate the Full or Part Time data variable by selecting Employee List > Employee > Full or Part Time
3. Drag and drop the Full or Part Time variable into the Details band of the report canvas

You will likely need to adjust the other columns to make room for this new column. You can accomplish this by using the same method used to expand the label and total field added above.



Insert Full Time / Part Time Total Labels

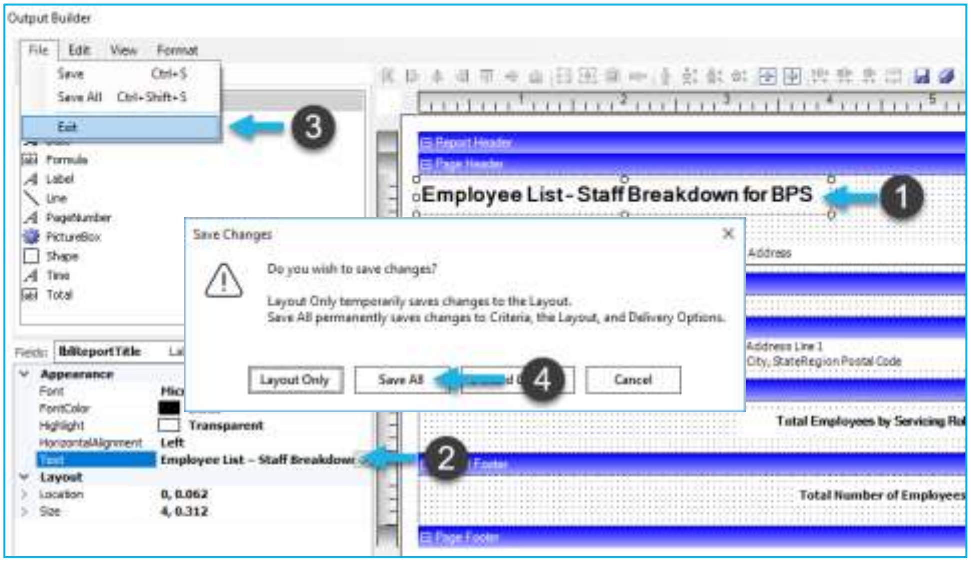
1. Add two additional Label fields Major Sort band in the report
2. Set the properties for the Label fields as follows
    a. Text property to “Total FTE:” and “Total PTE:” for total full time employees and total part time employees respectively
    b. Horizontal Alignment property to Right for both label fields
    c. Font property to bold for both label fields

Insert Full Time / Part Time Total Fields

1. Add two additional Total fields to Major Sort band in the report, dragging and dropping one to the right of the Total FTE: label and the other to the right of the Total PTE: label
2. Select the Total field added next to the Total FTE: label
3. In Properties area, use the ellipsis in the Formula property to access the Formula Editor
4. In the Formula Editor navigate to the Full or Part Time data element found in the Employee List > Employee folder
5. In the expression area, type in “Full” and select OK

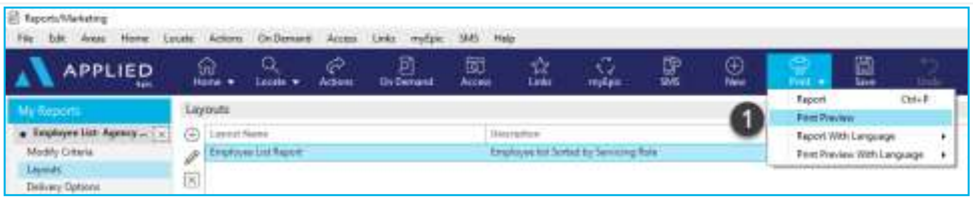
Repeat steps 2 – 5 on the second Total Field added next to the Total PTE: label using “Part time” in the expression area.

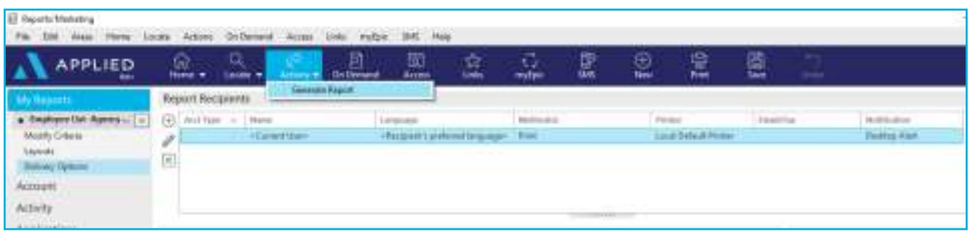
On both Total Fields, set the Font property to Bold.



Title &Save Report Layout

1. To title your report, select the "Employee List" label at the top of the report, just under the Page Header band
2. Select the Text property and type in "Employee List – Staff Breakdown for BPS"
3. Select File and Exit from the menu bar
4. In the Save Changes window, select Save All

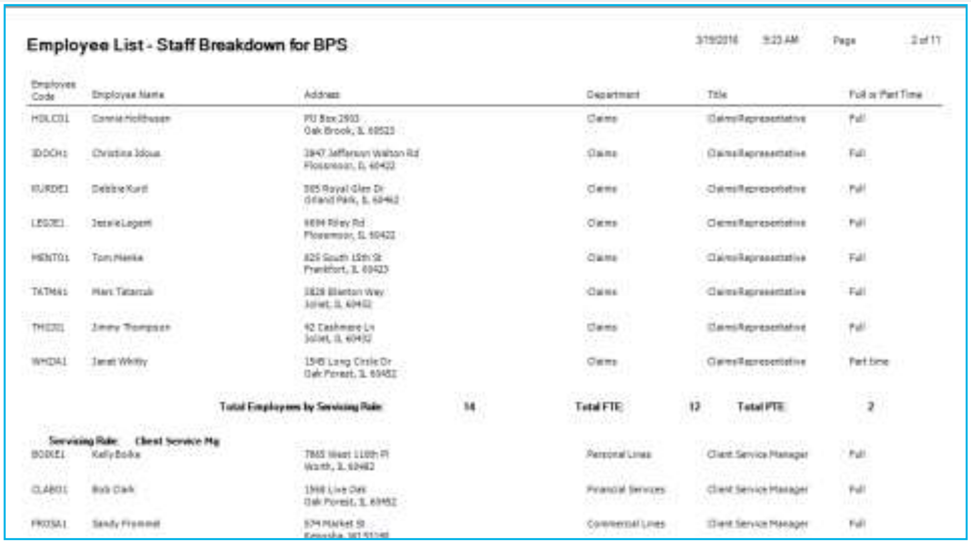




Print/Preview the Report

1 From the Options Bar, select 'Print'>'Preview' to view your report on screen.

NOTE: You can also select Actions>Generate Report and it will be delivered per your options set in 'Delivery' in the Navigation Panel.



Employee List - Staff Breakdown for BPS — 3/19/2016 9:23 AM Page 2 of 11

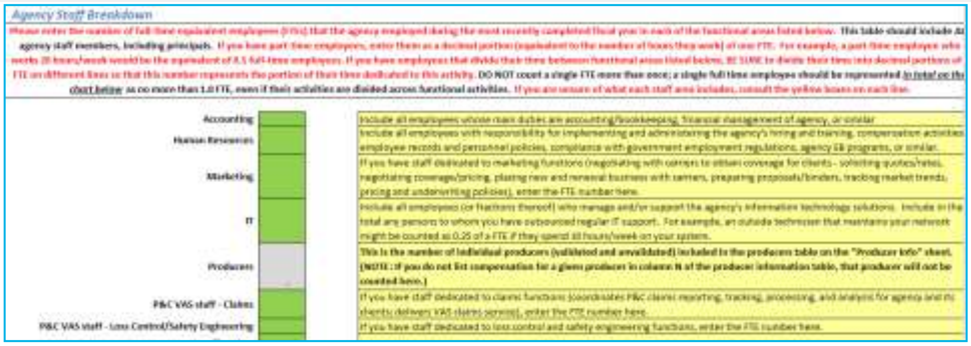
Employee Code	Employee Name	Address	Department	Title	Full or Part Time
HOLCO1	Connie Holthusen	PO Box 2903, Oak Brook, IL 60523	Claims	Claims Representative	Full
IDOCH1	Christina Idous	3847 Jefferson Walton Rd, Flossmoor, IL 60422	Claims	Claims Representative	Full
KURDE1	Debbie Kurd	385 Royal Glen Dr, Orland Park, IL 60462	Claims	Claims Representative	Full
LEGJE1	Jessie Legant	4694 Riley Rd, Flossmoor, IL 60422	Claims	Claims Representative	Full
HENTO1	Tom Henke	825 South 15th St, Frankfort, IL 60423	Claims	Claims Representative	Full
TATMA1	Mark Tatarcuk	1828 Blanton Way, Joliet, IL 60432	Claims	Claims Representative	Full
THOJI1	Jimmy Thompson	42 Cashmere Ln, Joliet, IL 60432	Claims	Claims Representative	Full
WHIJA1	Janet Whitty	1548 Long Circle Dr, Oak Forest, IL 60452	Claims	Claims Representative	Part time

Total Employees by Servicing Role: 14 **Total FTE:** 12 **Total PTE:** 2

Servicing Role: Client Service Mg

Employee Code	Employee Name	Address	Department	Title	Full or Part Time
BOIKE1	Kelly Boike	7865 West 110th Pl, Worth, IL 60482	Personal Lines	Client Service Manager	Full
CLABO1	Bob Clark	1568 Live Oak, Oak Forest, IL 60452	Financial Services	Client Service Manager	Full
FROSA1	Sandy Frommel	574 Market St, Kenosha, WI 53140	Commercial Lines	Client Service Manager	Full

Sample Print Preview of the Employee List Report with a Major Sort by Servicing Role and Totals for Full Time and Part Time

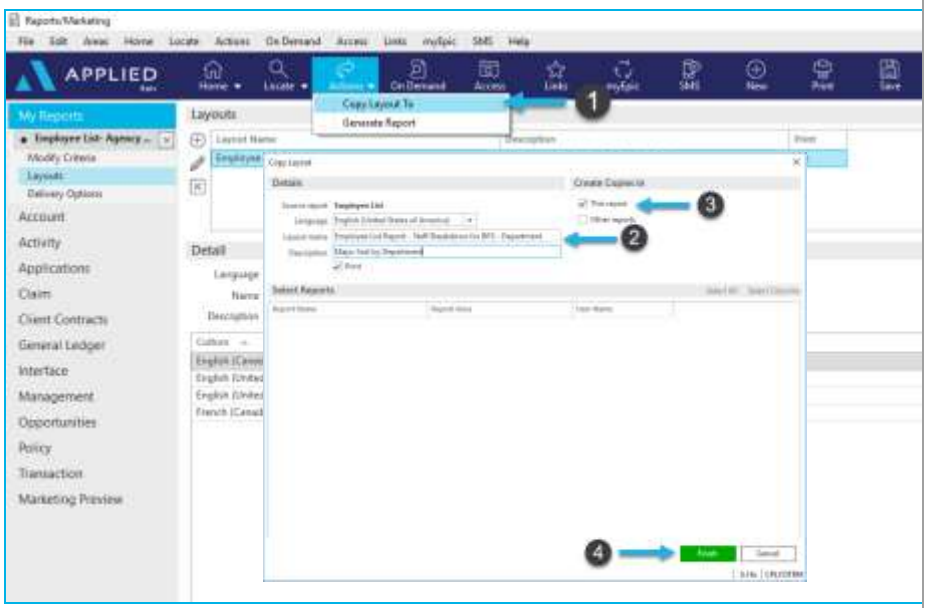


Enter requested data in the Best Practices Survey

Service & Sales Support Staff Breakdown

Number of SSS Staff

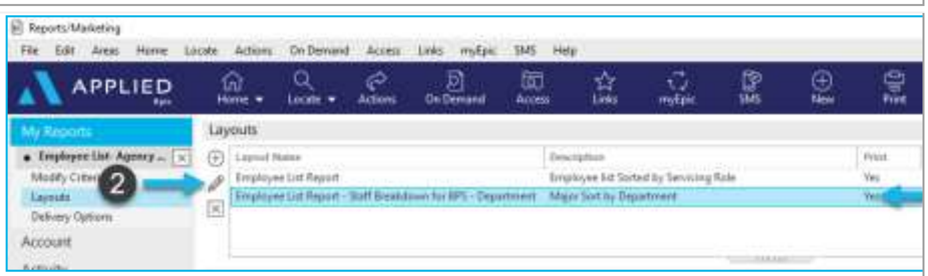
Steps



Create a Copy of the Employee List- Major Sort by Servicing Role Layout

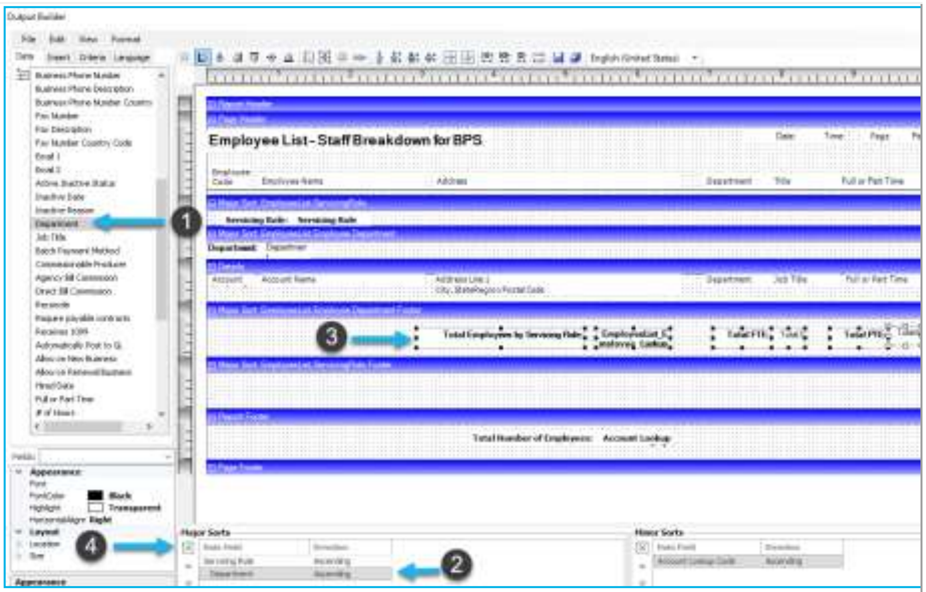
te: For use when department breakdowns are available

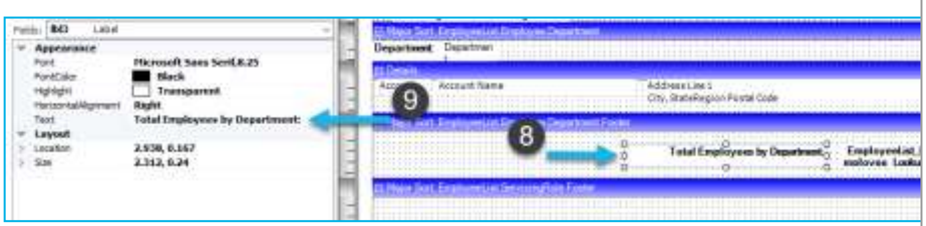
1. In the report Layouts screen highlight the Employee List Report and select Actions>" Copy Layout To
2. Change the Layout Name to include – Department and add a Description "Major Sort by Department"
3. In the Create Copies In grouping, select the "This Report" checkbox
4. Click Finish



Modify the Report Layout

1. Ensure the newly added layout is selected
2. Either double click or select the edit icon to modify the layout

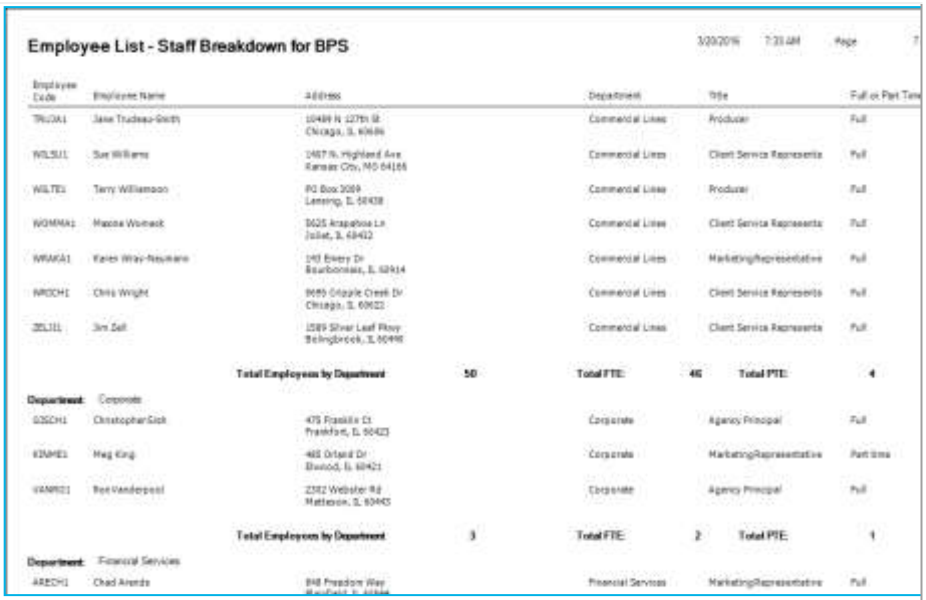




Add Major Sort by Department

1. In Data table, find the Department data field in the Employee List > Employee folder
2. Drag and drop the Department data field into the Major Sorts area
3. Select all Total fields in the Major Sort: EmployeeList.ServicingRole Footer band and drag and drop them into the Major Sort: EmployeeList.Employee.Department Footer band
4. Select the Servicing Role entry in the Major Sorts and select the delete icon
5. Confirm the total type reflects “Count” on all Total Fields
6. Select the Major Sort EmployeeList.Employee.Department band
7. Set the PageBreak property to False
8. Select the label Total Employees by Servicing Role
9. Change the Text property on that label to Total Employees by Department

Use the File > Exit > Save All to save your new layout.



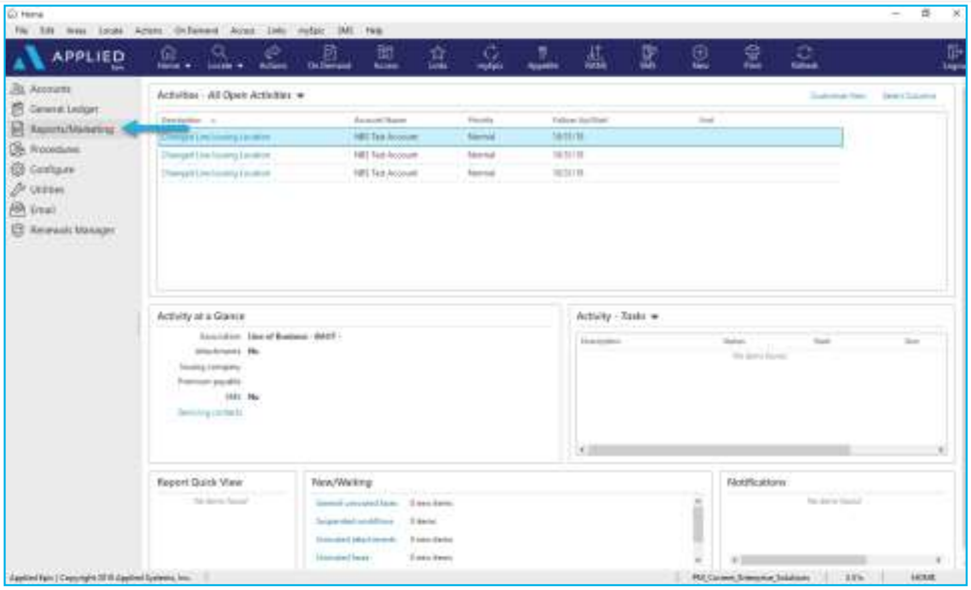
Sample Print Preview of the Employee List Report with a Major Sort by Department

Complete the Number of SSS with this data

Services & Sales Support Staff Breakdown

Total Payroll

Steps



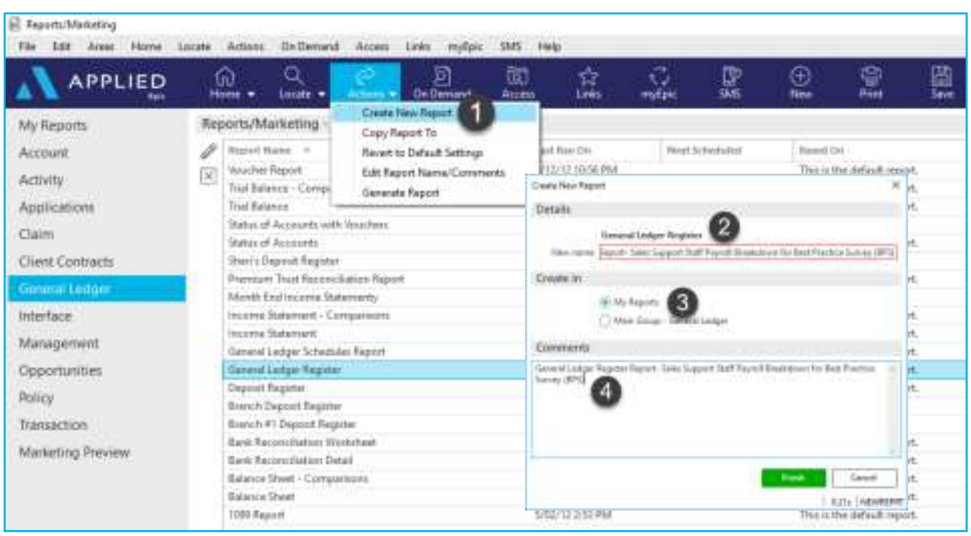
Sales Support Staff Payroll Breakdown Information

Note: If payroll entries are processed in Epic, using the "General Ledger Register Report" will allow you to capture Gross Payroll and Bonus information for the most recent fiscal year end and provides options to add a Major sort by Department, if Departments are available.

Manual Entry may be required in this area if payroll information is not available in Epic.

Create a New Report from the General Ledger Register Report

From Home Base select Reports/Marketing

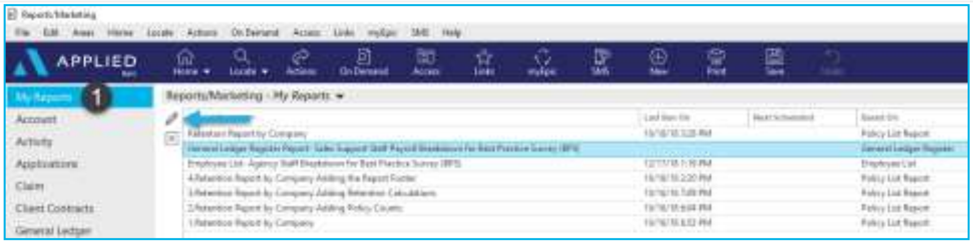


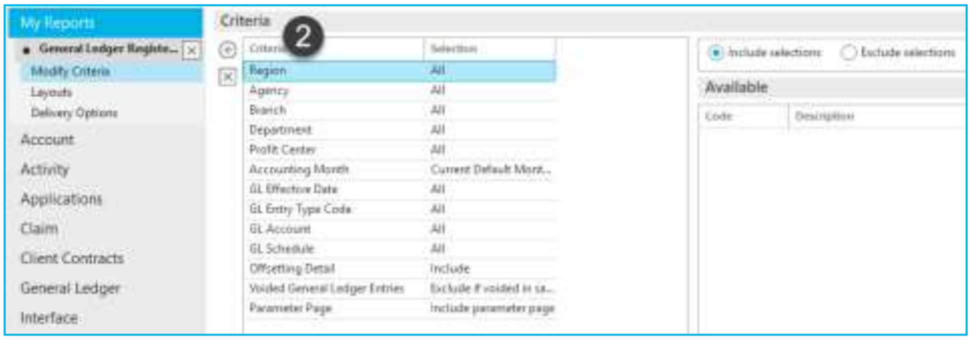
General Ledger Register Report

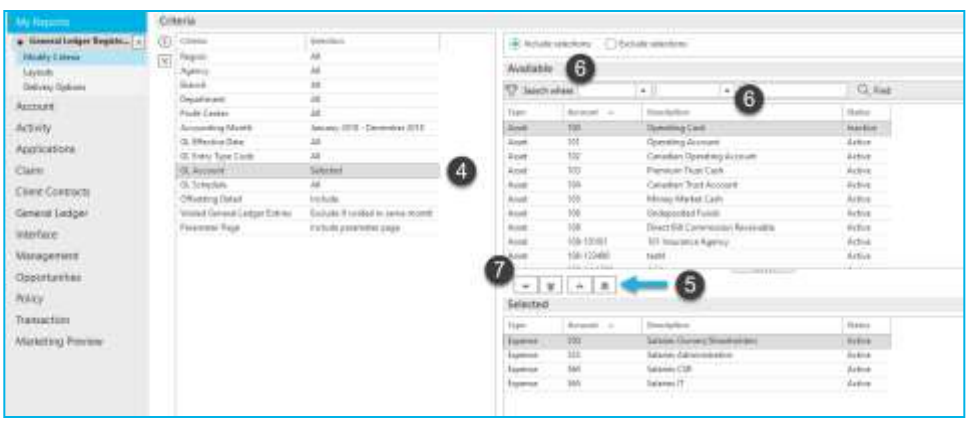
1. General Ledger> General Ledger Register Report–select Actions>Create New Report
2. Enter a name for the report (i.e.; General Ledger Register Report- Sales Support Staff Payroll Breakdown for Best Practice Survey (BPS).
3. Check the "My Reports" radio button
4. Optionally, enter a Comment that describes the use of this report, specifically. In this case, "General Ledger Register Report- Sales Support Staff

Payroll Breakdown for Best Practice Survey (BPS)"

5. Click 'Finish'







Modify the Report Criteria

1. The newly created report should open in My Reports but if not, go to "My Reports", Highlight 'General Ledger Register Report- Sales Support Staff Payroll Breakdown for Best Practices Survey (BPS) and select edit using the edit icon

2. Review all criteria

3. Modify Criteria for the Accounting Month to reflect your most recent Fiscal Year End dates by removing the check mark in the two Open checkboxes and selecting the appropriate From and To entries for the Range radio button

4. Select the GL Account Criteria

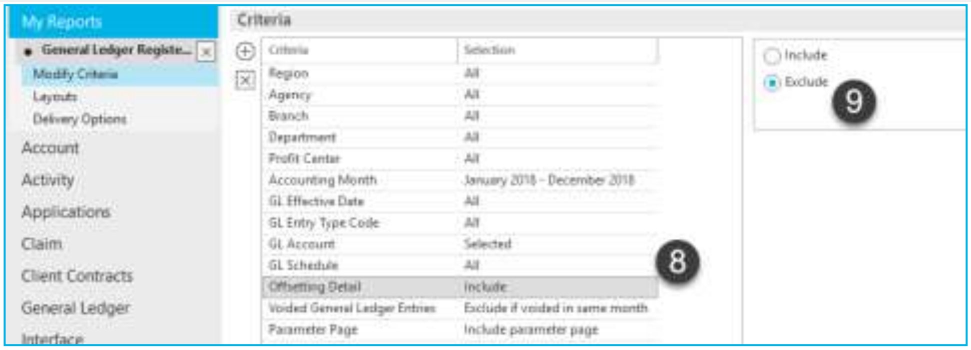
5. Use the double arrow pointing up to remove all current entries in the Selected area

6. Use either the Search where or column header sort to locate your payroll/salary expense accounts

7. Use the selectors to move these accounts into the Selected panel; Be certain the Include selections radio button at the top is selected

8. Select the Offsetting Detail Criteria

9. Select the Exclude radio button



Sample Print Preview of the General Ledger Register Report with a Major Sort by Department

Enter requested data in the Best Practices Survey

Employees Working Remotely

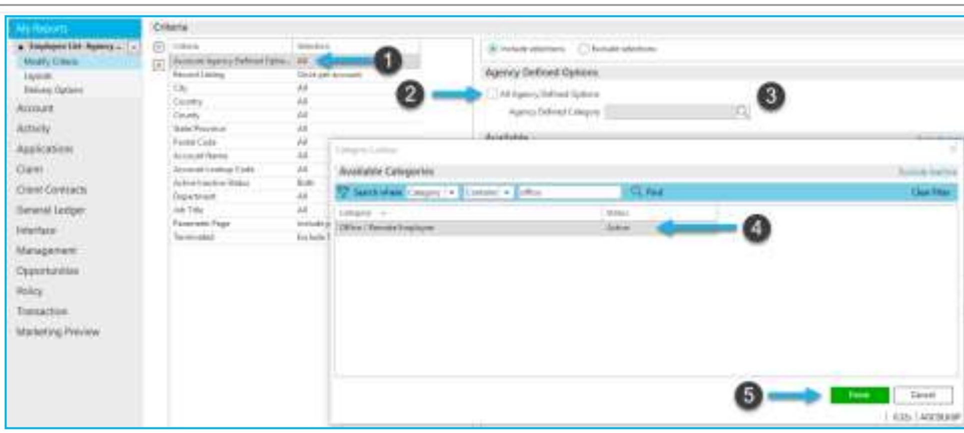
Steps

If you do not use Applied Epic to track which employees are remote workers, you will need to manually determine this factor

The following instructions have been crafted for using the Agency Defined Categories and Codes to track which employees are onsite and which are remote workers

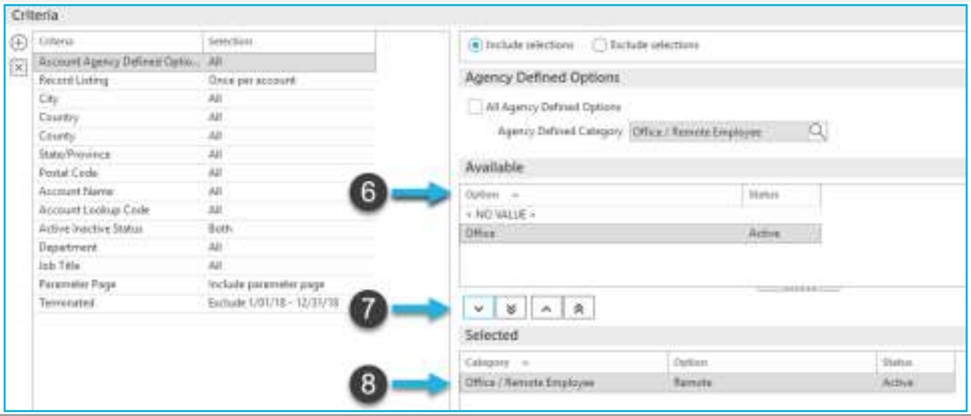
These steps can be adapted if other fields are used to track this information

1. **Select the Employee List – Agency Staff Breakdown for Best Practice Survey**
2. **Double click or select the edit icon**

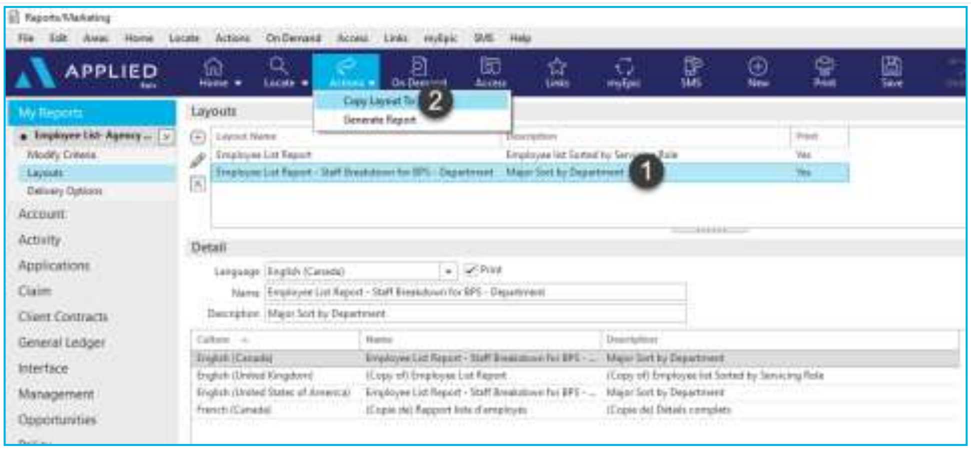


Modify Criteria

1. **Ensure the Account Agency Defined Options criteria is selected**
2. **Uncheck the All Agency Defined Options checkbox**
3. **Use the Agency Defined Category lookup to select appropriate Category**
4. **In this example, it is called “Office/Remote Employee”**
5. **Select Finish**
6. **In the Available frame, select “Remote”**
7. **Use the single down arrow selector to move to the Selected frame**



8. **Result should be the entry "Office / Remote Employee" entry in the Selected frame**



Create New Layout

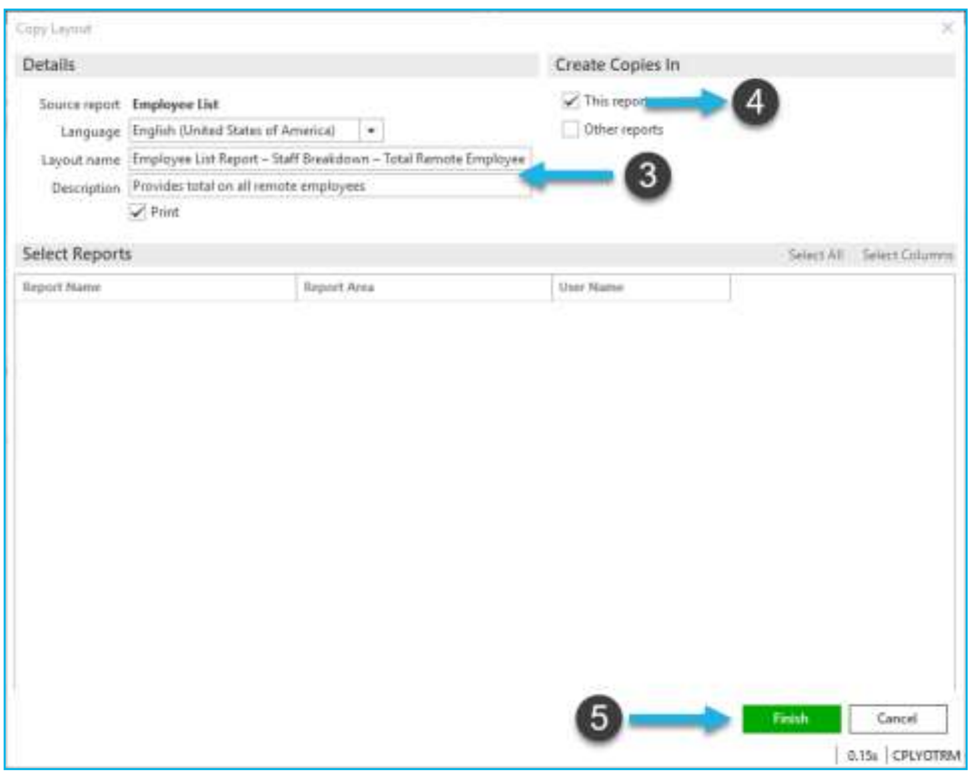
1. **Select the Employee List Report – Staff Breakdown for BPS – Department layout**

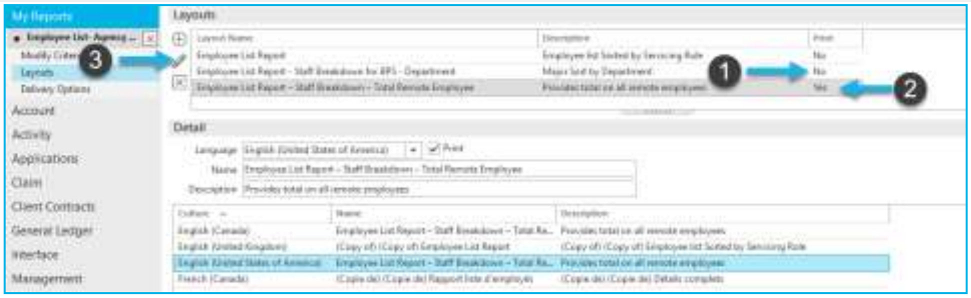
2. **Select Actions > Copy Layout To**

3. **Change the Layout Name to "Employee List Report – Staff Breakdown – Total Remote Employee" and the Description to "Provides total on all remote employees"**

4. **Check the This report checkbox in the Create Copies In area**

5. **Select Finish**



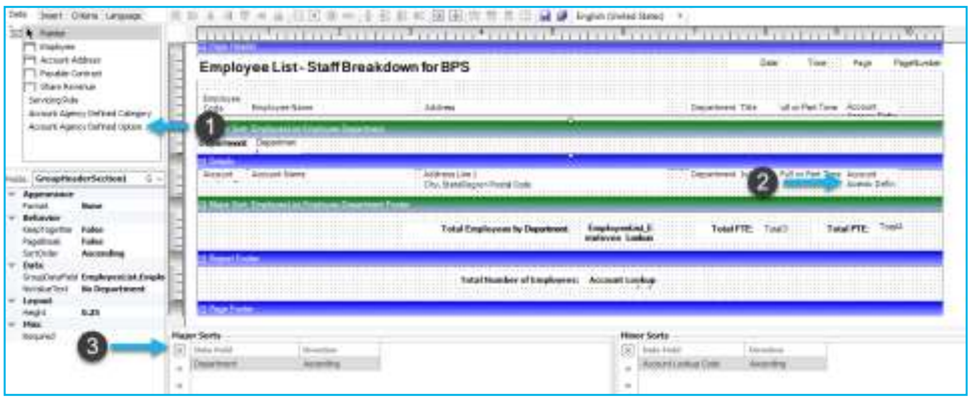


Modify New Layout

1. **Ensure the Print indicator is removed from all layouts except the newly added layout by selecting the layout and removing the checkmark next to the Print checkbox for that layout in the Detail area**

2. **Select the new layout**

3. **Either double click or select the edit icon**



Add new column to report

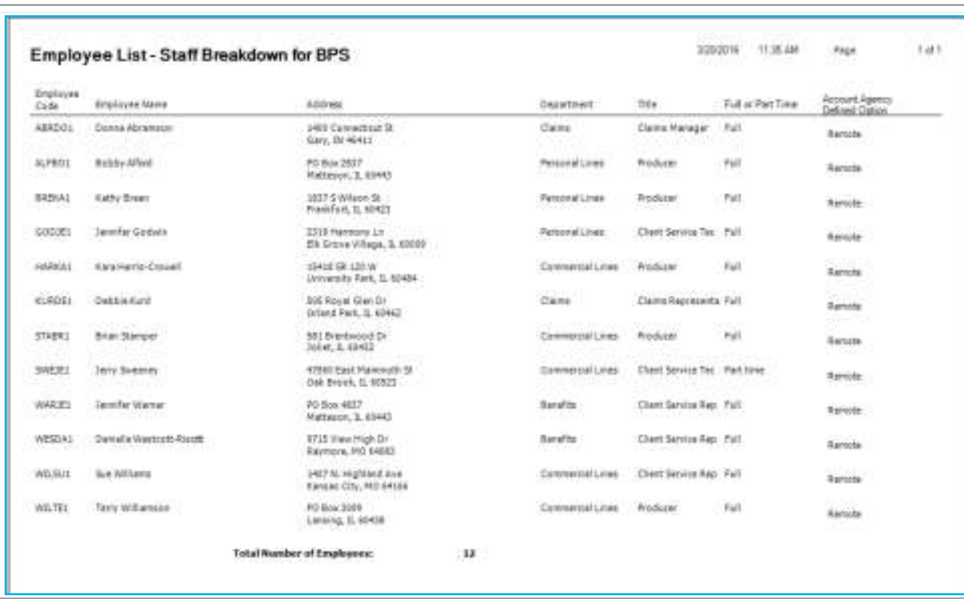
u may need to adjust existing columns and headers before adding the new column

1. **Find the Account Agency Defined Option in the Data tab**

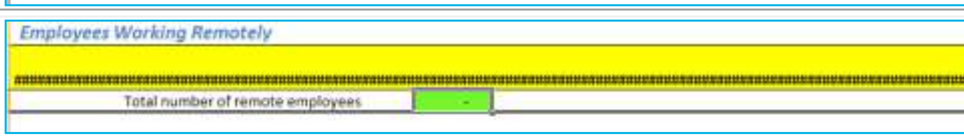
2. **Drag and drop to the Details band in the report canvas**

3. **Remove the Department Major Sort**

4. **File > Exit > Save All**



Print Preview the report



Enter requested data in the Best Practices Survey

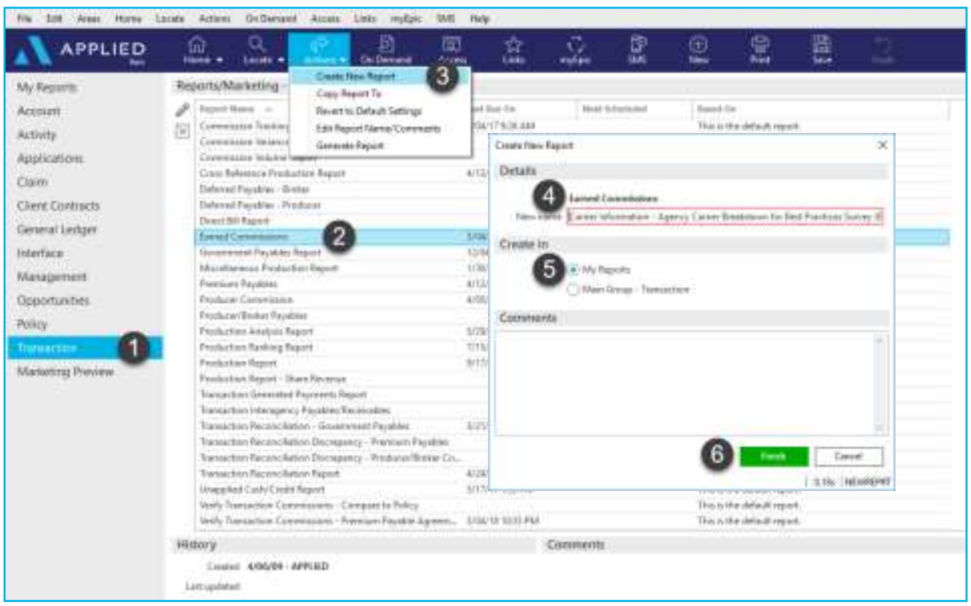
CARRIER INFO TAB

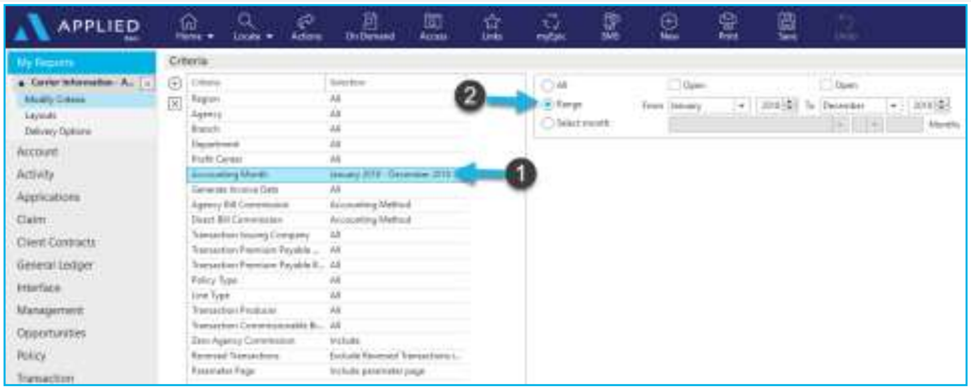
The following is provided to assist in producing reports from the Applied Epic system necessary to complete the Carrier Info DATA ENTRY tab in the 2019 Collection File for the Reagan Consulting Best Practices Survey.

This Job Aid will use the Earned Commissions report. It is important that you begin with default version of the report. If you have modified the default version of the report, you will want to save your version as a new report so that you can revert back to the default version of this report.

To revert a report back to the default version:

- Select the report and
- Select Actions > Revert to Default Report

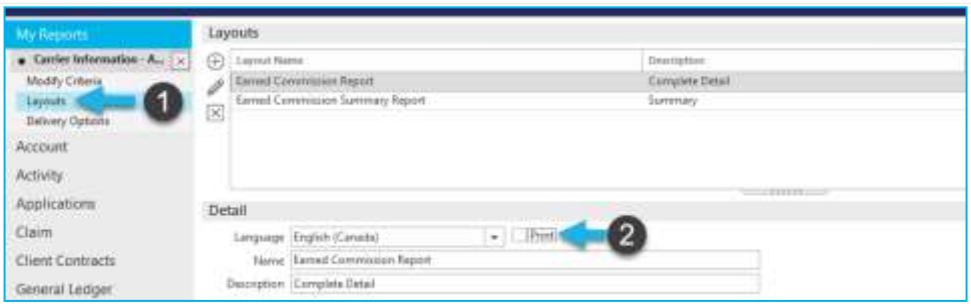
Agency Carrier Breakdown	Steps
	***Create a New Report from Earned Commissions*** 7. Navigate to the Transactions Report Group in Reports/Marketing 8. Select the Earned Commissions report 9. Select Actions>Create New Report 10. Enter a name for the report (I.e. Carrier Information - Agency Carrier Breakdown for Best Practices Survey (BPS) 11. Ensure the “My Reports” radio button is selected 12. Select Finish



Modify the Report Criteria

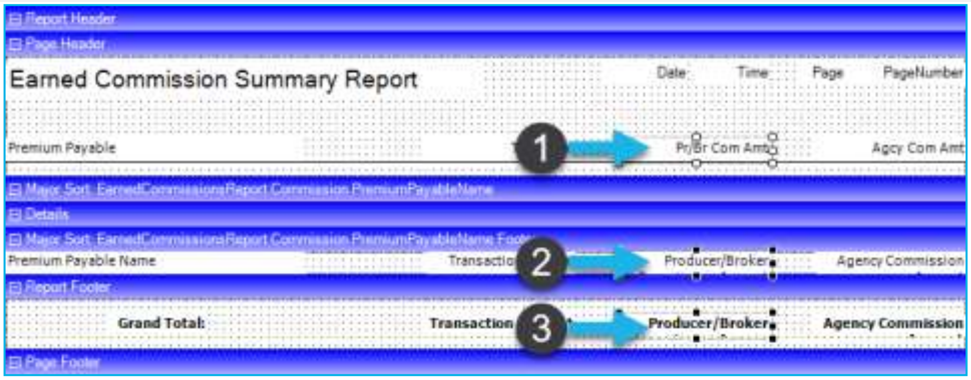
Upon selecting Finish above, Applied Epic will navigate you to the My Reports group, open the newly created report in the Modify Criteria section

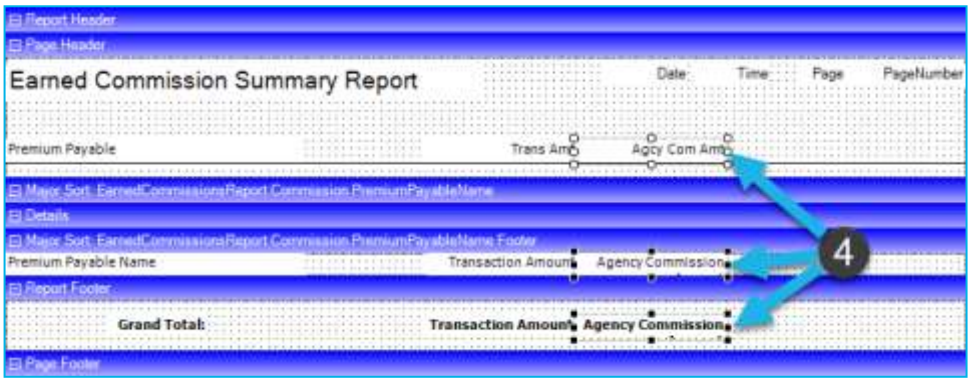
1. **Select the Accounting Month criteria**
2. **Modify criteria by selecting the Range radio button and entering the previous fiscal year in the From and To (unchecking the Open checkboxes if needed)**

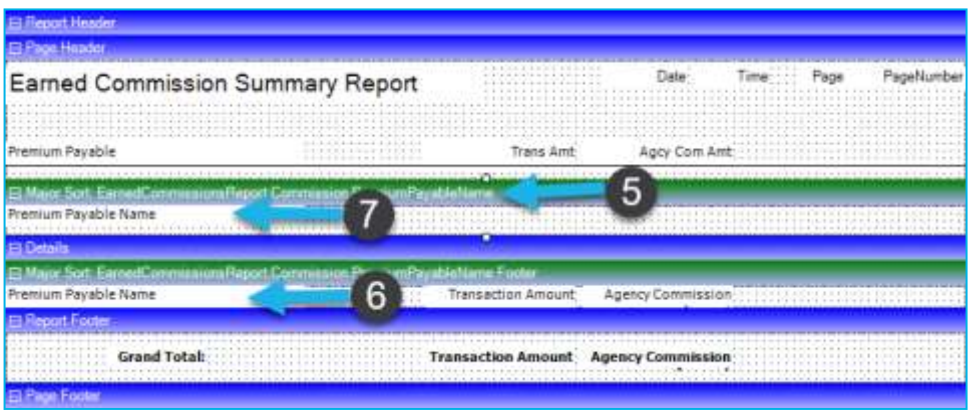


Modify the Report Layout

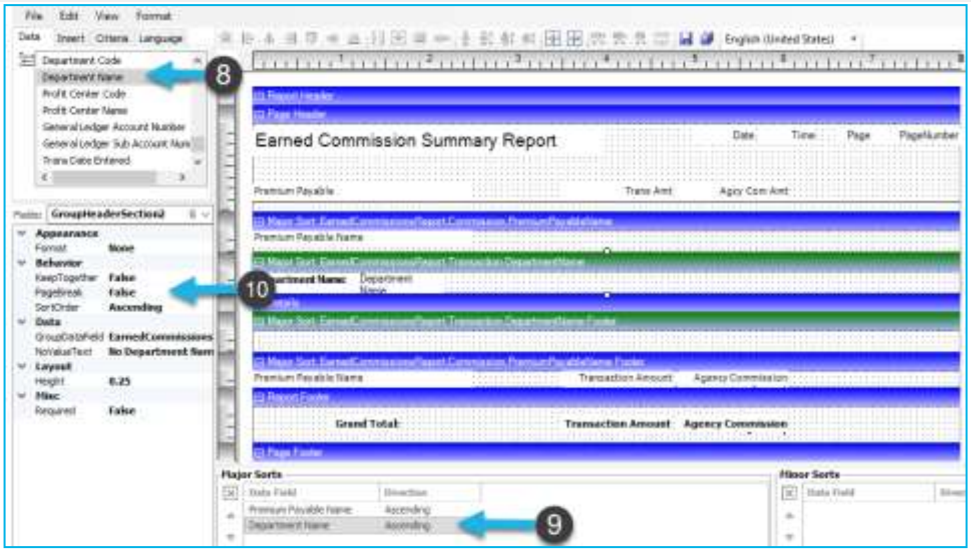
1. Select the Layouts option in the Navigation Panel
2. Uncheck Print checkbox for the Earned Commissions Report Layout in the Detail section
3. Select the Earned Commissions Summary Report layout
4. Update the Name to Carrier Information – Agency Carrier Breakdown for Best Practices Survey (BPS)
5. Confirm the Print check box at is selected to print
6. *6.* Using the edit icon, edit the Layout

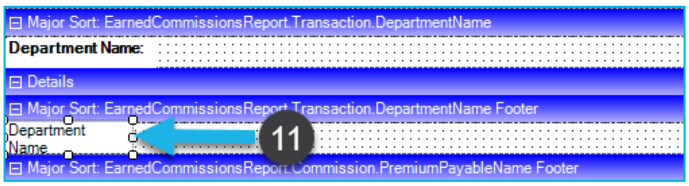


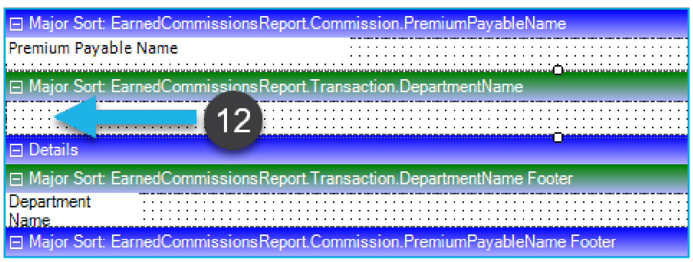


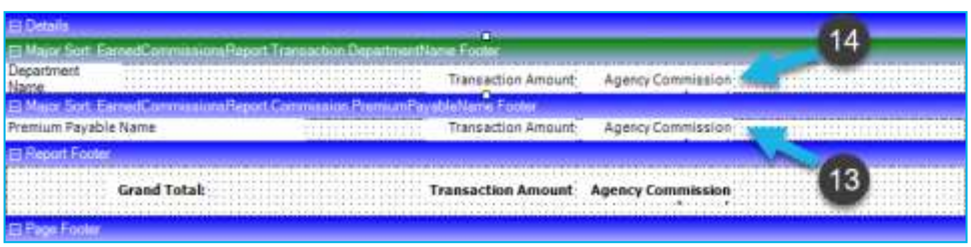


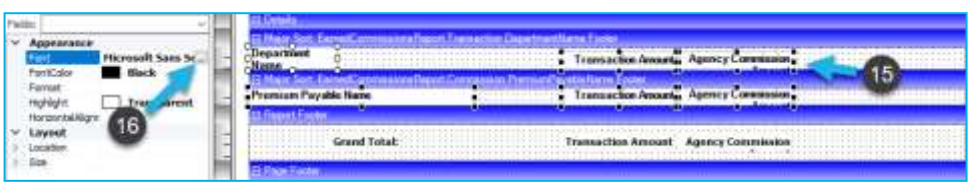
1. Select the Pr/Br Amt column heading label field and press the DEL key on your keyboard to remove
2. Select the Pr/Br Amt data field in the Major Sort band and press the DEL key on your keyboard to remove
3. Select the Pr/Br Amt Total field in the Report Footer and press the DEL key on your keyboard to remove
4. Select the Agcy Com Amt label, data and total fields and move to the left on the report canvas
5. Increase the space in the area Major Sort: EarnedCommissionReport. Commission.PremiumPayable Name by selecting the bar and then using the handles to adjust the size of the band
6. Select the Premium Payable Name data field in the Major Sort: Earned CommissionsReport Comission.Premium PayableName Footer and press CTRL + C on your keyboard to copy it
7. Select the Major Sort: Earned Commissions Report Commissions Premium Payable Name sort band again and press CTRL +V to paste the field in that area; Use arrow keys on the keyboard to move it over to the left as shown here











8. From the Data tab, navigate to find Transaction Department Name (Earned Commissions Report > Transaction > Department Name)

9. Drag and drop into the Major Sorts area

10. Set the PageBreak property to False to remove the Page Break

11. Move the Department Name data field down to the Department footer

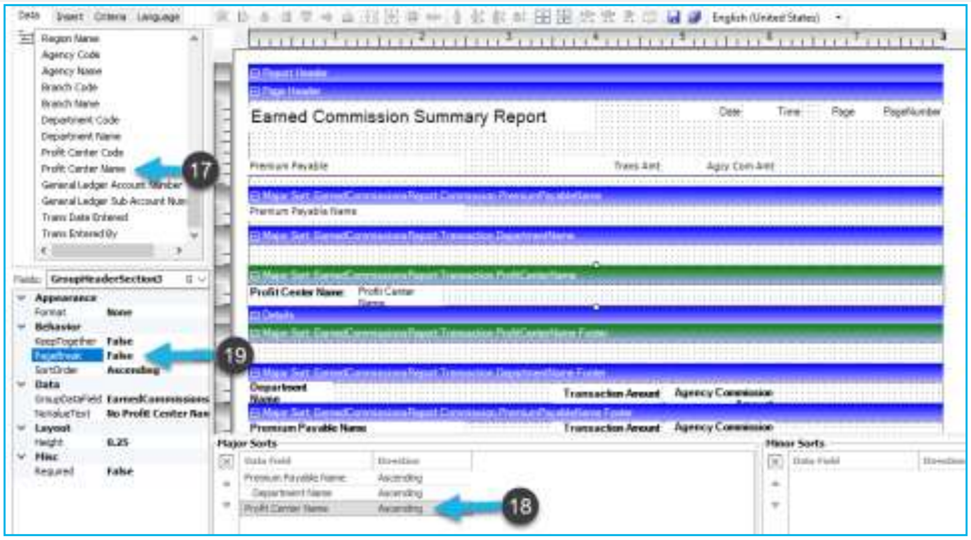
12. Delete the Department Name label leaving the Major Sort band blank; Use the handles to minimize the white space

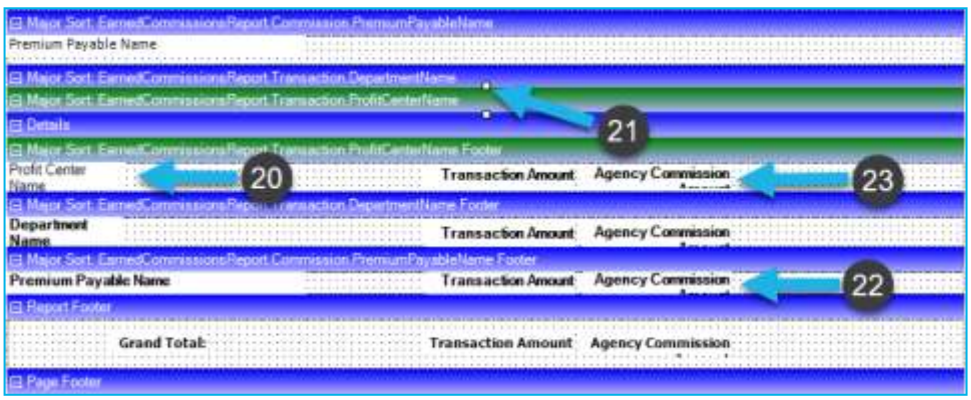
13. Select the Total fields from the from the Premium Payable Name footer and press CRTL + C on your keyboard to copy the fields

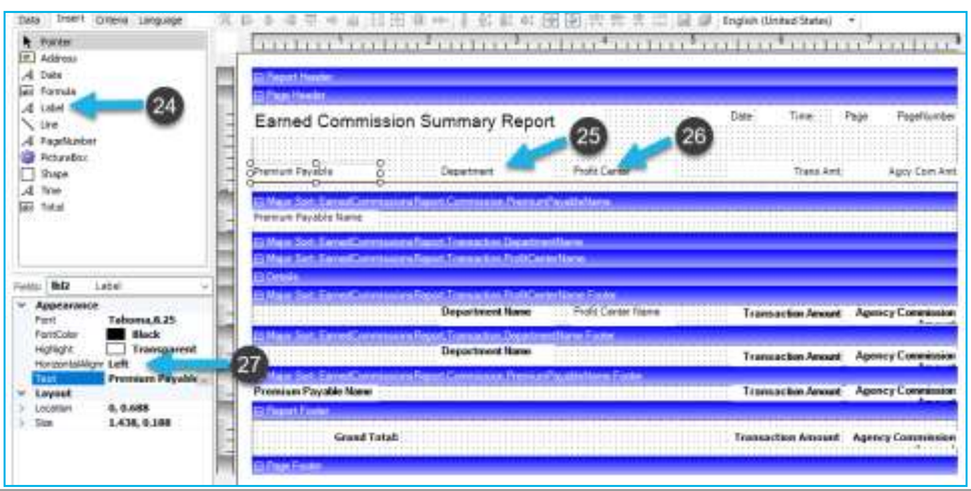
14. Click in the Department Name footer and press CTRL + V on your keyboard to paste a copy of these fields into that footer

15. Select all fields in both Major Sort bars

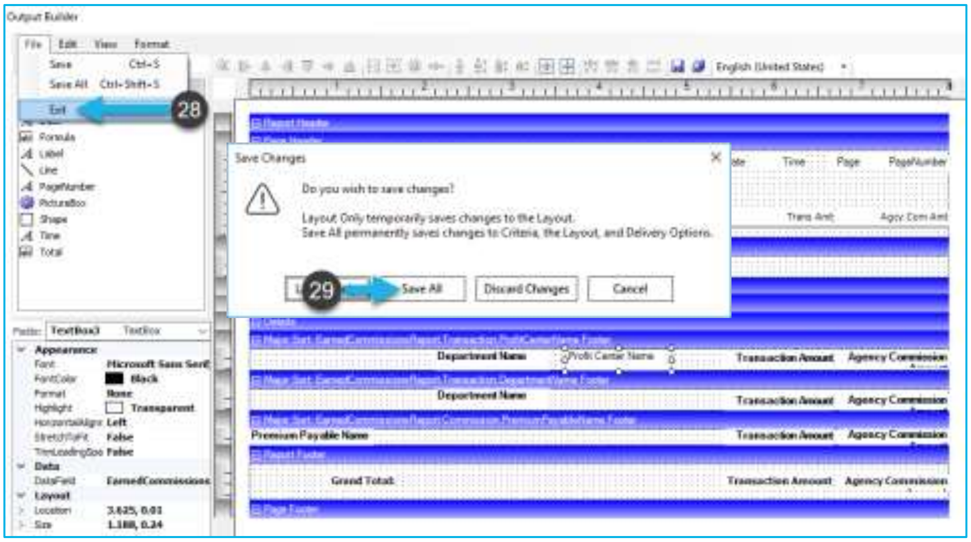
16. Use the Font property to set them to Bold





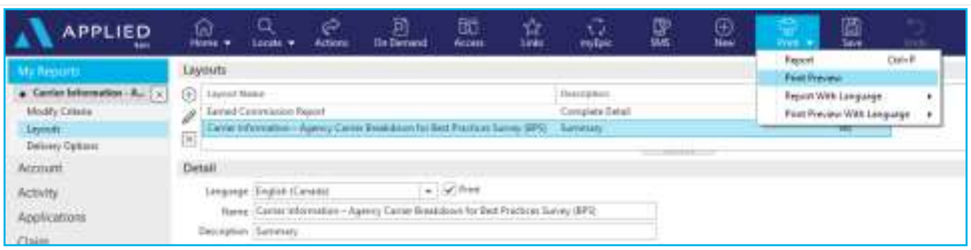


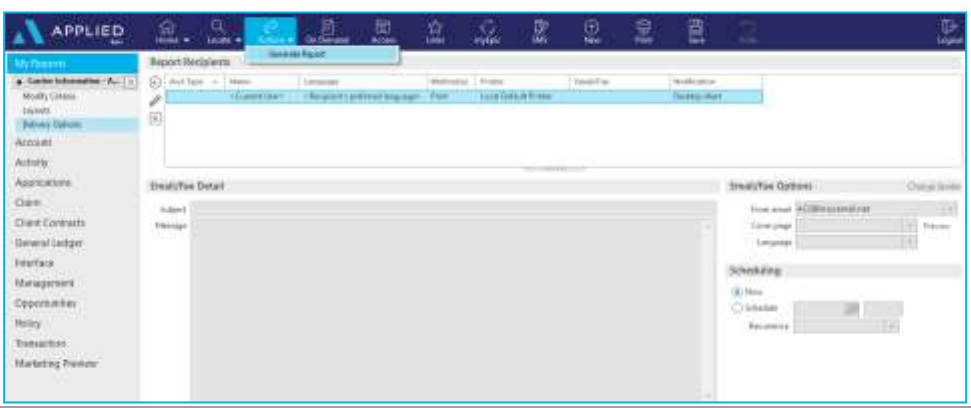
17. Select the Transaction Profit Center data field (Earned Commissions Report> Transaction> Profit Center Name)
18. Drag and drop to the Major Sort area
19. Set the PageBreak property to False
20. Move the Profit Center Name data field down to the Profit Center footer
21. Delete the Profit Center Name label leaving the Major Sort band blank; Use the handles to minimize the white space
22. Select the Total fields from the from the Premium Payable Name footer and press CRTL + C on your keyboard to copy the fields
23. Click in the Profit Center Name footer and press CTRL + V on your keyboard to paste a copy of these fields into that footer
24. Select the Insert Tab to use the Label option
25. & 26. Create two column headers
27. Use the Text property to label the new column headings “Department” and “Profit Center” respectively



28. Select File>Exit

29. Select Save All





***Print/Preview* the Report**

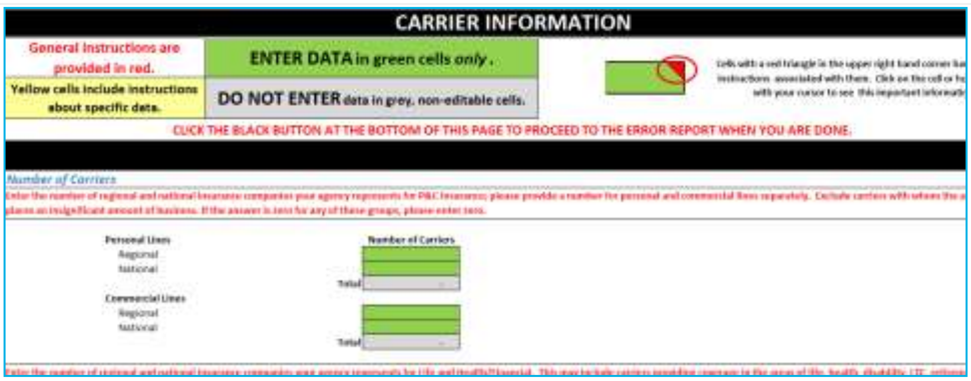
From the Options Bar, select 'Print'>'Preview' to view your report on scree*n*

NOTE: You can also select Actions>Generate Report and it will be delivered per your options set in 'Delivery' in the Navigation Panel

Earned Commission Summary Report — 12/21/2018 2:56 PM Page 8 of 8

Premium Payable	Department	Profit Center	Trans Amt	Agcy Com Amt
Travelers Insurance Company				
	Commercial Lines	Commercial Administrative	$120,000.00	$13,000.00
	Co[illegible]	Eastside Networks	$5,416.00	$833.20
	Co[illegible]	First Time Only	$150.00	$0.00
	Commercial Lines	Insurance for the Arts	$5,100.00	$1,020.00
	Commercial Lines	Middle Market	$13,300.00	$2,042.50
	Commercial Lines		$143,966.00	$16,895.70
	Personal Lines	Eastside Networks	$450.00	$45.00
	Personal Lines	First Time Only	$1,178.00	$115.00
	Personal Lines		$1,628.00	$160.00
Travelers Insurance Company			$145,594.00	$17,055.70
Grand Total:			$1,054,031.56	$106,133.09

Sample Print Preview of Carrier Information – Agency Carrier Breakdown for Best Practices Study



Enter requested data in the Best Practices Survey

- **Identify the top producing carrier**
- **Enter Premium and Commission Information in Study**
- **Total top 3 producing carriers premium and commission and enter into Study**
- **Identify top Life & Health carrier and enter total premiums and commissions**
- **Total top 3 producing L&H carriers premium and commission and enter into Study**

APPLIED

Applied Systems, Inc.
200 Applied Parkway
University Park, IL 60484
800.999.5368

For more information visit
appliedsystems.com