



This TechNote describes recent enhancements to the Commissions and Applications Modules Agency Integrator. The **Commission Estimated Payout (CEP)** tab on an Application has been removed, and replaced with three new tabs: **Commission - Summary**, **Commission - Estimated** and **Commission - Actuals**. These tabs allow you to view much more comprehensive information about the incoming and outgoing monies on your Applications than the previous tab.

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User Rights

This function requires special User rights. If you need access to this function and do not have it, contact your agency's system administrator. If your User ID previously had access to **Application – Tab – Commission Estimated Payout**, all Rights to access all three new tabs are automatically added for your User ID.

Here is the list of new User Rights associated with these tabs:

Application – Tab – Commission Actuals

Application – Tab – Commission Estimated – Read

Application – Tab – Commission Estimated – Write

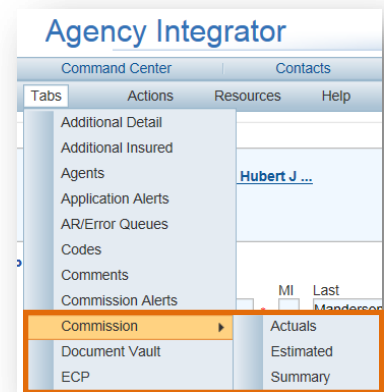
Application – Tab – Commission Estimated – Delete

Application – Tab – Commission Summary

Accessing Commission Tabs

To view the Commission Actuals, Estimated, and Summary tabs from the application detail screen, hover over the **Tabs** Menu then select **Commission**. You will have three options **Actuals**, **Estimated**, and **Summary**.

Once selected, these tabs can be Pinned or Starred like any other tab for easy access.



Commission - Actuals

The **Commission - Actuals** tab reflects actual commissions paid via the Commissions Module (Posted Batches). This tab displays entries for all commission paid entries related to the case.

These will be identified by a combination of carrier ID and policy number. Entries are sorted by **Statement Date** with the newest at the top. Entries can be filtered by:

- Statement Date
- Payment Year
- Payment Type
- Rate
- Based Amount
- Payout
- Payment Type
- Paid By

- Payee

Premium Detail	Life Detail	Comments	Requirements	Additional Detail	Agent (1)	AR/Error Queues (0)	Commission Summary	Commission - Estimated	Commission - Actuals	ECP
Years: <input type="text"/> to <input type="text"/> Payment Type: <input type="text"/> Premium Type: <input type="text"/> Payee: <input type="text"/> Paid By: <input type="text"/> Rate Type: <input type="text"/>										
Reset Table State										
Statement Date	Year	Premium Type	Rate	Based Amount	Payout	Payment Type	Paid By	Payee		
5/1/2013	1	Base Premium	-0.94	\$1,000.00	(\$9.40)	Commission	MGA	Autumn, Middle	Hi	
5/1/2013	1	Base Premium	-1.41	\$1,000.00	(\$14.10)	Commission	MGA	Autumn, Middle	Hi	
5/1/2013	1	Base Premium	-0.47	\$1,000.00	(\$4.70)	Commission	MGA	Autumn, Middle	Hi	
5/1/2013	1	Base Premium	-14.1	\$1,000.00	(\$141.00)	Commission	MGA	Autumn, Middle	Hi	
5/1/2013	1	Base Premium	-3.203	\$1,000.00	(\$32.03)	Commission	MGA	Autumn, Middle	Hi	
5/1/2013	1	Base Premium	2.0	\$1,000.00	\$20.00	Commission	MGA	Autumn, Middle	Hi	
5/1/2013	1	Base Premium	6.0	\$1,000.00	\$60.00	Commission	MGA	Autumn, Middle	Hi	
5/29/2014	1	Base Premium	159.0	\$1,100.00	\$1,749.00	Commission	Carrier/Other		Tc	
5/29/2014	1	Base Premium	0.6	\$1,100.00	\$6.60	Commission	MGA	Autumn, Middle	Hi	
5/29/2014	1	Base Premium	4.74	\$1,100.00	\$52.14	Commission	MGA	Autumn, Agent1	Ac	
5/29/2014	1	Base Premium	5.0	\$1,100.00	\$55.00	Commission	MGA	Autumn, Agent1	Ac	
5/29/2014	1	Base Premium	50.0	\$1,100.00	\$550.00	Commission	MGA	Autumn, Agent1	Ac	
Total Payout:				\$5,272.14						

Right-click and Double Click Options

Double-clicking the detail entry will open the Statement Batch Header of the selected entry, if the user has Rights to access to Posted Batches.

Right-clicking the detail entry will give you options to either visit the Statement Batch Header or the Batch Detail / Payment Detail.

Note: If you do not have any **Commission Statements** entered in the Commission Administration module, you will not see any actual values on this tab.

Commission - Estimated

The **Commission - Estimated** tab displays a summary of the total estimated commission rates to be paid out for the first year, entries can be filtered by:

- Year
- Based on
- Rate
- Based Amount
- Payout
- Payment Type
- Paid By
- Payee
- Rate Source
- Description

Premium Detail	Life Detail	Comments	Requirements	Additional Detail	Agent (1)	AR/Error Queues (0)	Commission Summary	Commission - Estimated	Commission - Actuals	ECP
Year: 1	Payment Type: All	Based On: All	Payee: All	Paid By: All	Rate Type: All					
Reset Table State										
Year	Based On	Rate	Based Amount	Payout	Payment Type	Paid By	Payee	Rate Source	Description	
1	Adjust Over...	10.0	\$944.00	\$94.40	Commission	MGA	Autumn, Agent1	Agent Special Deals	Special Deal	
1	Adjust Over...	1.0	\$1,100.00	\$11.00	Commission	MGA	Autumn, Middle	Hierarchy Override	1 of Adj Override	
1	Base Premi...	200.0	\$1,000.00	\$2,000.00	Commission	Carrier/Other		Total Commission	MAR Gross Schedule - Terms	
1	Base Premi...	100.0	\$1,000.00	\$1,000.00	ERA	Carrier/Other		Total Commission	MAR Gross Schedule - Terms	
1	Base Premi...	50.0	\$1,000.00	\$500.00	Bonus	Carrier/Other		Total Commission	MAR Gross Schedule - Terms	
1	Base Premi...	50.0	\$1,000.00	\$500.00	Commission	MGA	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms	
1	Base Premi...	40.0	\$1,000.00	\$400.00	Commission	Carrier/Other	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms	
1	Base Premi...	25.0	\$1,000.00	\$250.00	IMO	Carrier/Other		Total Commission	MAR Gross Schedule - Terms	
1	Base Premi...	19.0	\$1,000.00	\$190.00	ERA	MGA	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms	
1	Base Premi...	18.0	\$1,000.00	\$180.00	ERA	Carrier/Other	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms	
1	Base Premi...	15.0	\$1,000.00	\$150.00	Bonus	Carrier/Other	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms	
1	Base Premi...	6.0	\$1,000.00	\$60.00	Commission	MGA	Autumn, Middle	Hierarchy Override	6 MGA Pay	
Total Payout: \$5,890.86										
Add Rate Regenerate Rates										

Note: If you do not have any **Commission Schedules** or other rates (Special Deals, Override Shares, ECP, Manual Rates, etc.) entered in the Commission Administration module, you will not see any estimated values on this tab.

Adding a Rate

A User Right is required to add a new rate. Click the **Add Rate** button and complete your selections as desired. Click OK to save your changes. Note that the Description of your rate will display **"Manual."** This will aid in troubleshooting and discerning which rates are from a Schedule vs. rates that have been manually added or edited.

If you add a manual Rate to an Application, it will not be removed when the **Regenerate Rates** button is clicked. To remove the rate, it will need to be manually deleted.

Editing a Rate

To edit a Rate, a User Right is required. Right-click and select **Edit Rate**, or double click to open the selected rate and make changes. Once you have edited a rate, the **Description** column will change to display **"Manual"** rather than the name of the Schedule, Special Deal, etc. that the rate comes from.

Note that this action will edit the rate on that particular Application only, it will not change the Schedule, Special Deal, Override Share, etc. that the rate comes from. To do that, you will need to edit the Rate Source instead.

Editing a Rate Source

Right-clicking and selecting Edit Rate Source will take you into the Schedule, Special Deal, Override Share, ECP, etc. that the rate comes from if your User ID has the Rights to access those areas. If you have the proper user Rights, you can edit the rate at its source for all applicable applications

from this shortcut, rather than having to locate and navigate to the exact Schedule or other source of the rate.

Deleting a Rate

Deleting a rate requires a user Right. If you have access, you can right-click and select **Delete Rate** and the rate will be removed from the Application. Note that the Rate Source is not removed or changed, only that particular rate. If you click **Regenerate Rates**, the rate you deleted may re-appear if the Schedule, Special Deal, etc. that it came from is still applicable to the Application.

Commission - Summary

The **Commission - Summary** tab displays First Year Actual and Estimated commissions together, for all parties: **Agent (in green)**, **Hierarchy (in orange)**, **ECP (in purple)**, and **Agency (MGA) (in blue)**.

See the diagram below for further explanation on the layout of and values found on the **Commission – Summary** tab:

1	First Year	11	Estimated and Actual payments going to the Agent	Estimated and Actual payments going to members of the Application's Hierarchy	Estimated and Actual payments going to Employees	12 & 13		
2	Estimated Comp	Carrier/Other	MGA Paid	Net	Carrier/Other	MGA Paid	Net	MGA
3	Actual Comp	\$1,800.00	\$182.02	\$1,982.02	\$0.00	\$22.50	\$22.50	\$0.00
4	Difference	\$0.00	\$30.34	\$30.34	\$0.00	\$3.76	\$3.76	\$0.00
		(\$1,800.00)	(\$151.68)	(\$1,951.68)	\$0.00	(\$18.74)	(\$18.74)	\$0.00
5	Gross/Override	Estimated	Actual	Difference				
6	Paid by Carrier/Other	\$2,214.00	-	-				
7	Paid to Agency	\$414.00	\$550.00	\$136.00				
8	Paid by Agency	\$204.52	\$34.10	(\$170.42)				
9	Net	\$209.48	\$515.90	\$306.42				
		Estimated and Actual payments going to the Agency (you)						
10	Regenerate Rates							

Format	Meaning
<u>Blue Underlined</u>	Clickable positive value Click to view Rates that make up the amount
<u>(Red Underlined)</u>	Clickable negative value Click to view Rates that make up the amount
(Red)	Static (not clickable) negative value Derived by calculation
Black	Static (not clickable) positive value Derived by calculation
-	Left intentionally blank No value exists

#	Item	Description
1	First Year	All values on this tab are First Year only. Visit the Commission - Estimated and Commission - Actuals tabs to view years 2 - 999.
2	Estimated Comp	Values derived from Schedules, Special Deals, ECP, Override Sharing, Manual Rates, etc.
3	Actual Comp	Values derived from Posted Batches
4	Difference	Estimated Comp minus Actual Comp (How much more or less was received than expected)
5	Gross/Override	If using a Gross Schedule, this value is the estimated Total Gross. If using an Override Schedule, this is the Override value defined in the schedule plus any Agent payments directly from the MGA, minus any Hierarchy payments paid by Carrier/Other.
6	Paid by Carrier/Other	Payments by Carrier/Other to anyone other than the MGA.
7	Paid to Agency	Payments by Carrier/Other to the MGA.
8	Paid by Agency	Payments by the MGA to other parties (Agent, Hierarchy, ECP).
9	Net	Your Agency's estimated remaining amount, your actual remaining amount, and the difference between those two values.
10	Regenerate Rates	Click to regenerate commission rates applicable for this exact point in time, rather than the rates that were applicable when the Application was created. Any rates added to the case manually from the Commission - Estimated tab will not be removed.
11	Agent Payments by Carrier/Other	This value will always display \$0.00 unless you enter and post payments from the Carrier to the Agent
12	Paid By	This row indicates who is paying out the amount: Carrier/Other or MGA (you)
13	Net	The total amount received by the specified entity-- either Agent, Hierarchy, or ECP.

Regenerate Rates

If you have made any changes to how the commissions are determined on the application since its entry (i.e. Hierarchy selection, addition of Special Deals, changes to Override Sharing scenarios, or Commission Schedules) it is necessary to click the **Regenerate Rates** button. It can be found on two tabs. The **Commission – Summary Tab**:

First Year

	Agent			Hierarchy			ECP
	Carrier/Other	MGA Paid	Net	Carrier/Other	MGA Paid	Net	MGA
Estimated Comp	\$730.00	\$834.40	\$1,564.40	\$10.00	\$566.46	\$576.46	\$0.00
Actual Comp	\$0.00	\$1,707.14	\$1,707.14	\$0.00	\$226.00	\$226.00	\$0.00
Difference	(\$730.00)	\$872.74	\$142.74	(\$10.00)	(\$340.46)	(\$350.46)	\$0.00

	Agency		
	Estimated	Actual	Difference
Gross/Override	\$3,750.00	-	-
Paid by Carrier/Other	\$740.00	-	-
Paid to Agency	\$3,010.00	\$3,339.00	\$329.00
Paid by Agency	\$1,400.86	\$1,933.14	\$532.28
Net	\$1,609.14	\$1,405.86	(\$203.28)

Regenerate Rates

And the **Commission – Estimated Tab**:

Premium Detail	Life Detail	Comments	Requirements	Additional Detail	Agent (1)	AR/Error Queues (0)	Commission Summary	Commission - Estimated	Commission - Actuals	ECP
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Year: 1 Payment Type: All Based On: All Payee: All Paid By: All Rate Type: All

[Reset Table State](#)

Year	Based On	Rate	Based Amount	Payout	Payment Type	Paid By	Payee	Rate Source	Description
1	Adjust Over...	10.0	\$944.00	\$94.40	Commission	MGA	Autumn, Agent1	Agent Special Deals	Special Deal
1	Adjust Over...	1.0	\$1,100.00	\$11.00	Commission	MGA	Autumn, Middle	Hierarchy Override	1 of Adj Override
1	Base Premi...	200.0	\$1,000.00	\$2,000.00	Commission	Carrier/Other		Total Commission	MAR Gross Schedule - Terms
1	Base Premi...	100.0	\$1,000.00	\$1,000.00	ERA	Carrier/Other		Total Commission	MAR Gross Schedule - Terms
1	Base Premi...	50.0	\$1,000.00	\$500.00	Bonus	Carrier/Other		Total Commission	MAR Gross Schedule - Terms
1	Base Premi...	50.0	\$1,000.00	\$500.00	Commission	MGA	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms
1	Base Premi...	40.0	\$1,000.00	\$400.00	Commission	Carrier/Other	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms
1	Base Premi...	25.0	\$1,000.00	\$250.00	IMO	Carrier/Other		Total Commission	MAR Gross Schedule - Terms
1	Base Premi...	19.0	\$1,000.00	\$190.00	ERA	MGA	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms
1	Base Premi...	18.0	\$1,000.00	\$180.00	ERA	Carrier/Other	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms
1	Base Premi...	15.0	\$1,000.00	\$150.00	Bonus	Carrier/Other	Autumn, Agent1	Agent Commission	MAR Agent Gross Schedule - Terms
1	Base Premi...	6.0	\$1,000.00	\$60.00	Commission	MGA	Autumn, Middle	Hierarchy Override	6 MGA Pay

Total Payout: \$5,890.86

Regenerate Rates

The system will then regenerate the estimated commissions on the application based on the current commission scenarios, rather than the ones present at the time the Application was entered.

The estimated commission on the application will automatically regenerate when a User or Auto-Receipting makes one of the following changes:

- Add/Change the Application Signed Date
- Add/Change the Product
- Add/Change the Carrier
- Add/Remove an Agent
- Change in the Agent Split %
- Add/Remove a Hierarchy

Note: The **Regenerate Rates** button replaces the previous button called **Recalculate Commissions**.