



3 September 2014

To: Users of The Broker's Workstation and/or The Underwriter's Workstation

Dear Valued Client:

Re: The Broker's Workstation and The Underwriter's Workstation – Important Releases and Changes

Custom Software Solutions Inc. (CSSI) is pleased to announce the release of the following enhancements to **The Broker's Workstation (TBW)** and **The Underwriter's Workstation (TUW)**:

Contents

1. [Five Cent Rounding of Cash Receipts](#) – The one-cent coin is being phased out in Canada, and the receipting processes in TBW and TUW have been enhanced to offer the required rounding on cash payments.
2. [Reorder Coverage Items on Optional Coverages in TUW and TBW Commercial IQ](#) – Edit the order of coverage items in the Optional Coverages screen in IntelliQuote by attaching or inserting an item to reorder the placement.
3. [Import from Microsoft Excel into Commercial IQ Schedules](#) – Equipment, Vehicle, and other schedules stored in Microsoft Excel can be imported directly into Commercial IQ schedules.

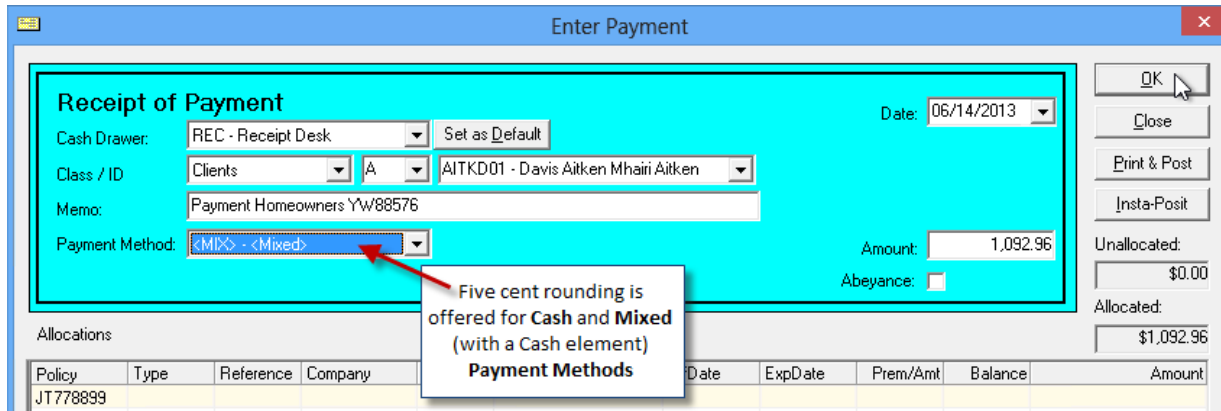
1. Five Cent Rounding of Cash Receipts

As the one-cent coin is being phased out in Canada, cash transactions are to be rounded to the nearest five cents (other methods of payment, such as cheque, debit, and credit card, will not be affected by this change). The receipting processes in TBW and TUW have been enhanced to offer the required rounding on cash payments.

With the new Five Cent Rounding feature, you will have the option to round a payment amount if the selected payment method is cash or a mixed payment that includes cash.

To use this feature, prepare the Receipt of Payment in the usual manner, selecting a **Cash** or **Mixed** (with a Cash element) Payment Method (see Figure 1.1).

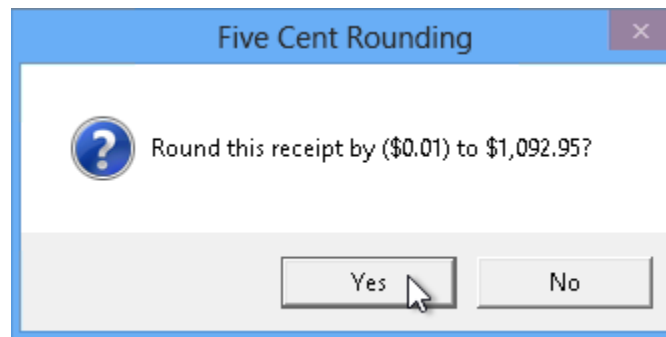
(Figure 1.1)



Click **OK** or **Insta-Posit** to post the receipt and, in the **Five Cent Rounding** dialog that displays, you can choose to decline the rounding if, in the early days of the phase out, the customer has exact change, or to accept the rounding, if not (see Figure 1.2).

- Either click **No** to decline the rounding and continue with the receipt posting as usual, or click **Yes** to apply the rounding process to the total of the Cash receipt or the Cash portion of the Mixed receipt.

(Figure 1.2)



If **Yes** is selected, the rounding will be applied. The original receipt allocation will be unchanged, and the rounding differential will be debited or credited as appropriate to the expense account selected for the purpose.

- E.g. If a client pays an invoice of \$299.97, the receipt will be entered initially as that amount, and the payment allocation will be done for that full amount. When a Cash Payment Method is chosen, the system will offer to round down to \$299.95. When this rounded receipt is posted, the client AR will be credited with the full \$299.97, and the \$0.02 forgone in the rounding will be charged to the account set in the Five Cent Rounding XRef Code. At deposit time, the system will offer that receipt at its rounded amount of \$299.95 to correspond to the actual amount of cash received.

The Receipt of Payment will display the **Total AR Payment** (the full invoice amount) and the **Total Payment** (the rounded amount) (see Figure 1.3). The printed Receipt will display the rounding amount (see Figure 1.4).

(Figure 1.3)

Department:	1 Personal Insurance
Receipt Number:	996
Cash Drawer:	Receipt Desk
Total Payment:	\$1,092.95
Total AR Payment:	\$1,092.96
Allocated Payments:	\$1,092.96

(Figure 1.4)

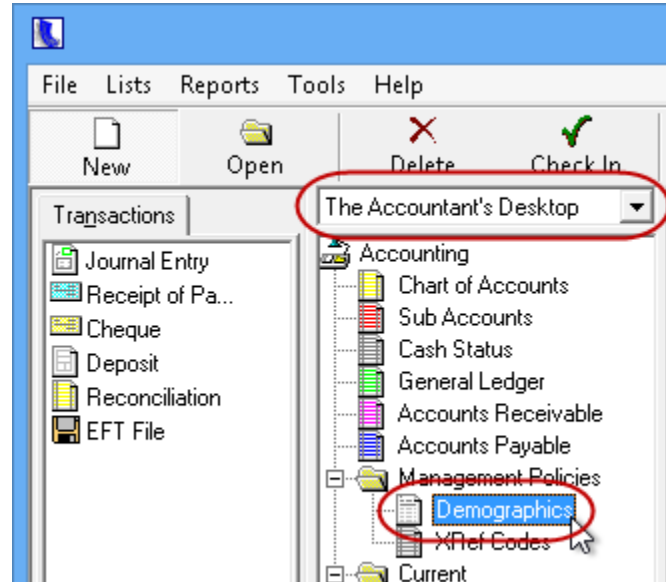
Annie Cameron	
Memo	
Payment Homeowners YW88576	
Description	Paid
NewPolicy	\$80.96
NewPolicy (YW88576)	\$1,012.00
Five Cent Rounding	(\$0.01)

Please note the following when working with the Five Cent Rounding feature:

- The Five Cent Rounding feature is also offered on a Cash or Mixed (with a Cash element) Flow-Through Direct Bill Receipt.
- When a GL Receipt containing a rounding element is copied, that rounding will not be pulled forward to the new receipt. If the new receipt requires a rounding element, it can be applied as required when the receipt is posted.
- When a GL Receipt containing a rounding element is edited, the existing rounding record will only be deleted by the system if a detail line is added or deleted, or if a detail line amount is changed.

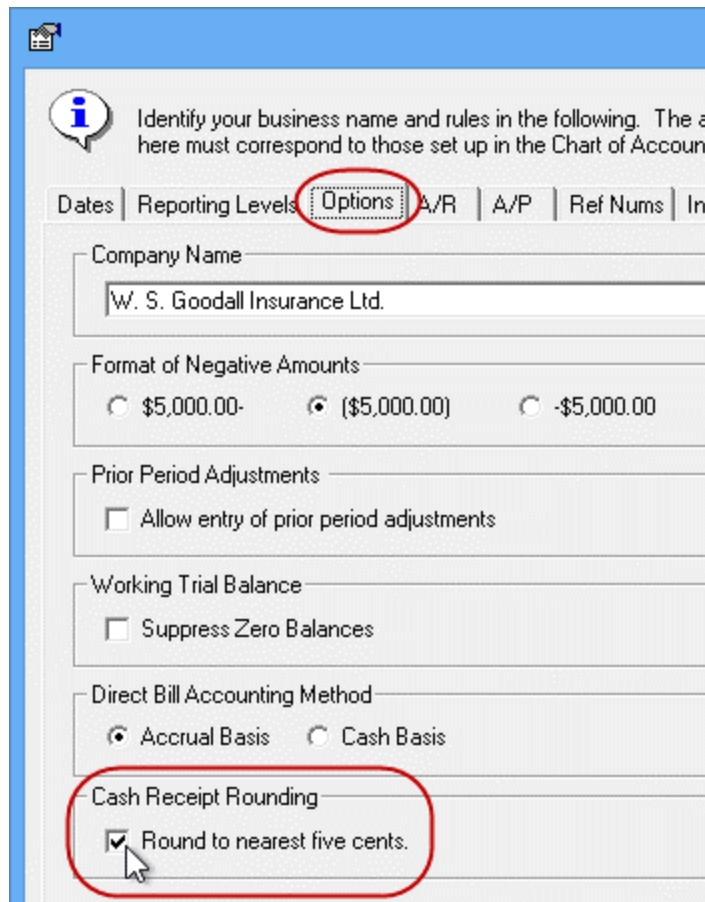
Before the Five Cent Rounding feature can be used in TBW/TUW, the feature must be enabled in the system. To enable Five Cent Rounding, move to **The Accountant's Desktop**, and double-click **Demographics** in the **Management Policies** tree (see Figure 1.5).

(Figure 1.5)



Then, on the **Options** tab, click to select the **Cash Receipt Rounding** checkbox (see Figure 1.6), and click **OK**.

(Figure 1.6)



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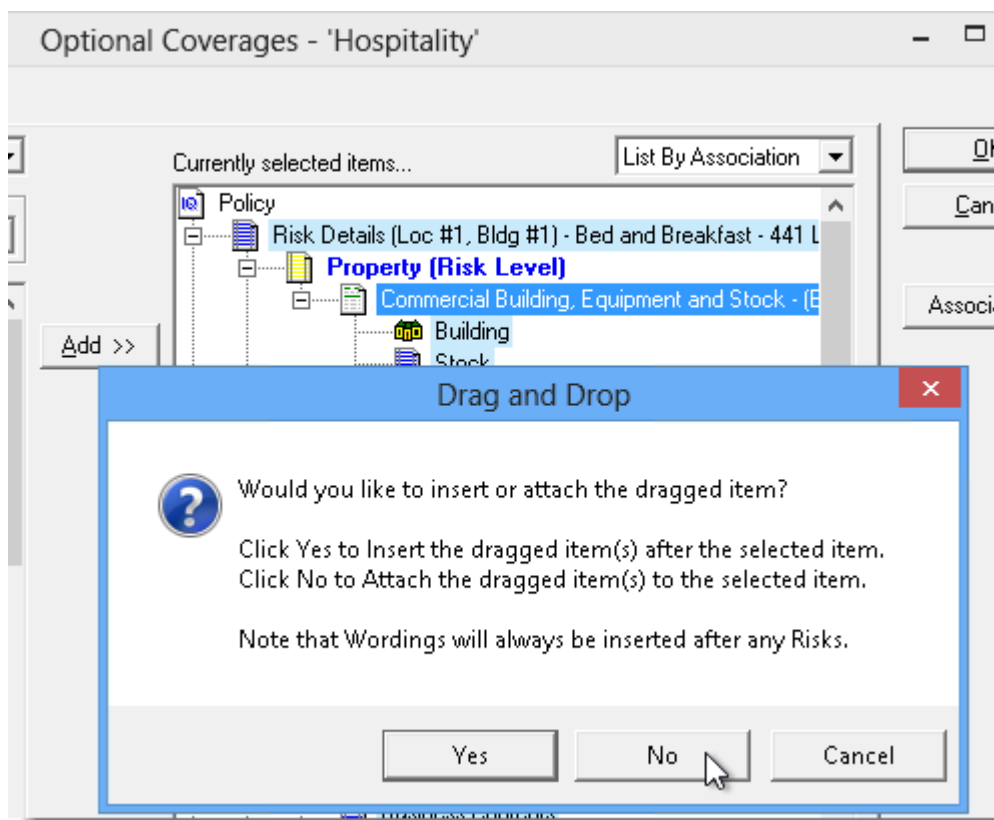
2. Reorder Coverage Items on Optional Coverages in TUW and TBW Commercial IQ

With this enhancement, users can now edit the order of coverage items in the Optional Coverages screen in TUW and TBW Commercial IQ by attaching or inserting an item to reorder the placement.

To change the order of a coverage or insert it as a child item of another coverage in the Optional Coverages dialog, simply drag the coverage item from its current location and drop it on the target coverage item. A prompt will open, asking if you would like to insert or attach the dragged item (see Figure 2.1).

- Click **Yes** to insert the coverage directly after the item on which it was dropped.
- Click **No** to attach the item to the coverage on which it was dropped as a child coverage item.

(Figure 2.1)



Note that you can move coverage items within a section or between Risk Level and Policy Level sections; however, certain automatic reordering will still occur. A user cannot, for example, move a Property coverage item to the Crime section or move a Liability item to the Property section.

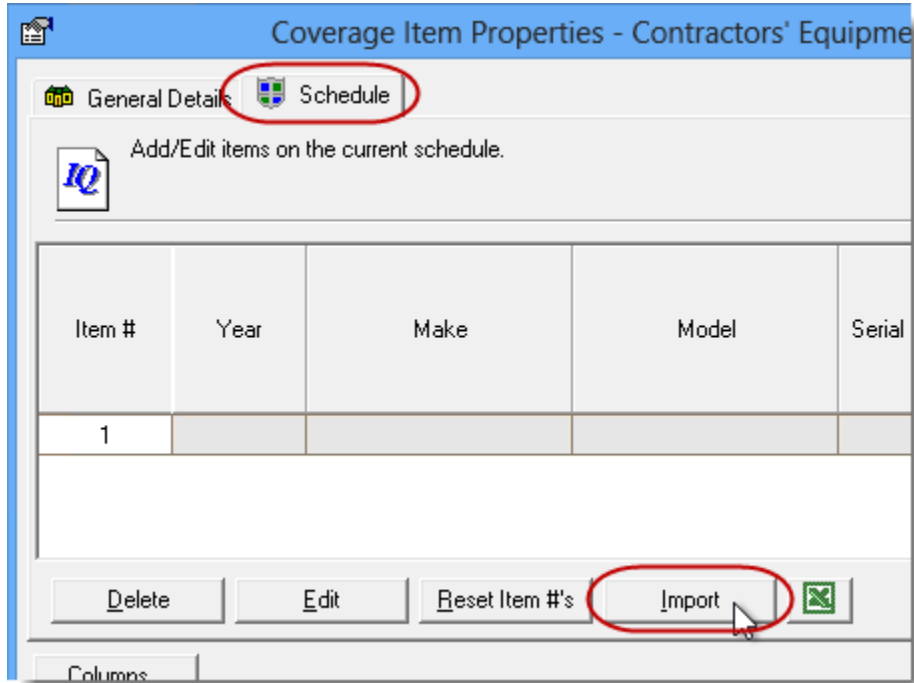
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3. Import from Microsoft Excel into Commercial IQ Schedules

Previously, schedules stored in Microsoft Excel (such as Misc. Property, Building, Vehicle, or Contractor's Equipment schedules) were entered manually into Commercial IQ schedules. Now, with this program enhancement, Excel schedules can be imported directly into Commercial IQ schedules, with little to no manual entry required.

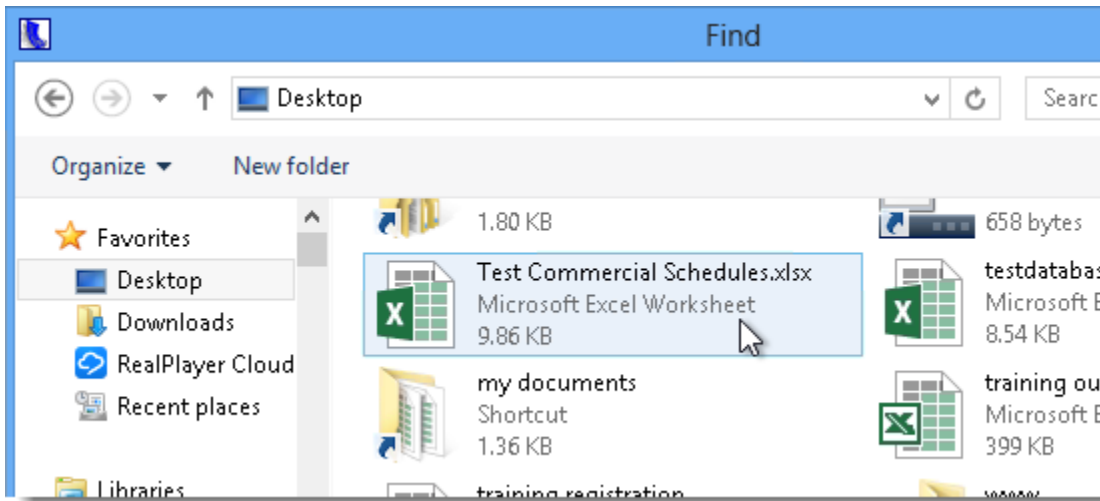
To import data from Excel into a commercial schedule, open the Schedule in the Commercial IQ. Then, on the **Schedule** tab in the Coverage Item Properties dialog, click the **Import** button (see Figure 3.1).

(Figure 3.1)



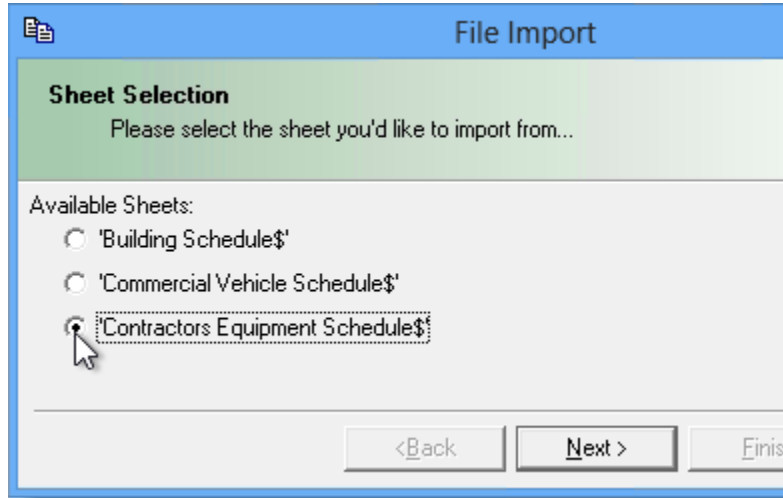
In the **Find** dialog, find and select the target Excel file, and then click **Open** (see Figure 3.2).

(Figure 3.2)



In the **File Import** dialog in the **Sheet Selection** step, select the worksheet containing the schedule to be imported, and click **Next** (see Figure 3.3).

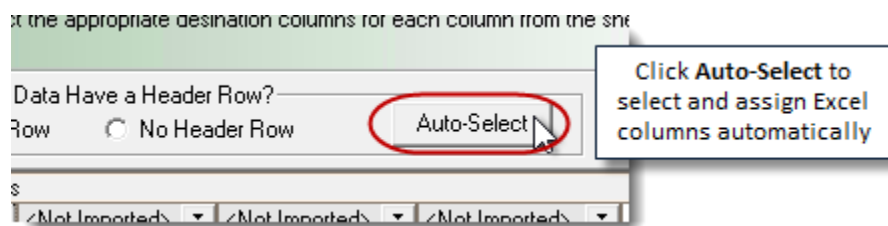
(Figure 3.3)



Then, in the **Column Setup** step,

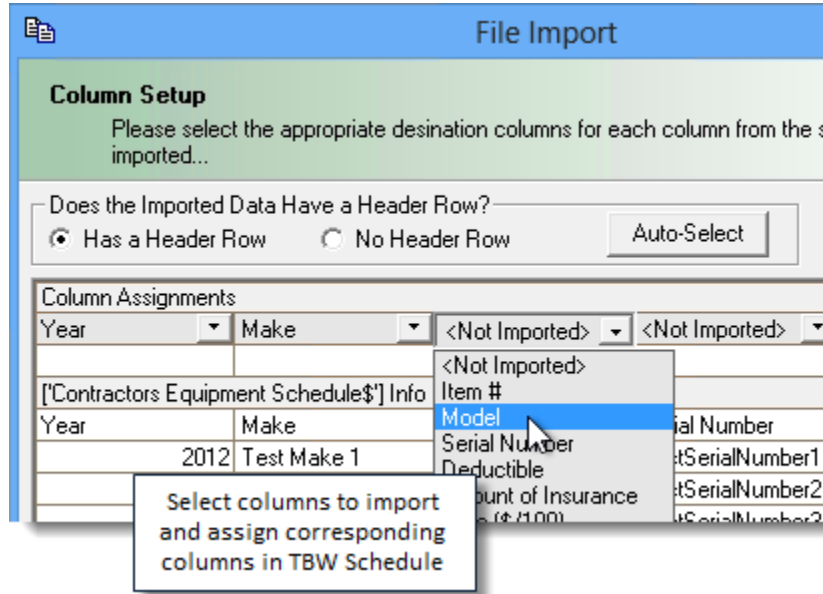
- a. Provide **Header Row** details for the Excel file.
 - o Depending on the type of schedule, you will either be able to indicate whether the Excel file has a Header Row *or* enter the number of Header Rows in the Excel file.
- b. If the Excel column headers/descriptions exactly match those in the Commercial IQ Schedule, click the **Auto-Select** button to assign those columns to be imported automatically (see Figure 3.4).

(Figure 3.4)



- c. In the **Column Assignments** area, click the <Not Imported> column heading, as applicable, to select the Excel column to import and to assign the corresponding column in the Commercial IQ Schedule (see Figure 3.5).

(Figure 3.5)



d. Click **Finish**.

Modify and add additional details, as required, in the Commercial IQ Schedule.

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Please share this information with the appropriate TBW and TUW users in your office(s). Once you have reviewed this document, if you have any questions regarding these features or need further assistance in their usage, please contact our Client Services Team at clientservices@cssionline.com (email) or 1-888-291-3588 (toll-free telephone).

Thank you for using The Broker's Workstation and The Underwriter's Workstation.

Yours sincerely,

Custom Software Solutions Inc.



Microsoft Partner

Gold Independent Software Vendor (ISV)