NEWSLETTER FUNCTION AND
"HOT-KEYS"

Introduction:

Through the on-line CAR Accounting Correction Application, you can reference the monthly Newsletter, which CAR publishes to provide information relative to the most recent monthly accounting load. Typically, the Newsletter highlights programs run during the month, the last cession receipt date prior to the accounting load, missing companies for the month, penalties assessed, upcoming programs, upcoming penalties, and any forthcoming changes. Essentially, the Newsletter provides an overall picture of CAR's accounting system.

Also within the Accounting Correction Application, there are various "hot-keys" which connect you to other applications. By using the "hot-keys" to connect to another application, you do not need to exit the Accounting Correction Application to reference a database or policy.

Accessing the Online Newsletter Application:

From the main CAR Accounting screen (shown below), select "ACCOUNTING CORRECTIONS – PF5".

```
TE120              COMMONWEALTH AUTOMOBILE REINSURERS              05/01/98
                       C.A.R. ACCOUNTING SYSTEM                    04:30:00




                     COMPANY NUMBER .....  999



            CAR POLICY HISTORIES       ..... PF2  OR 02
            PRODUCER INQUIRIES         ..... PF3  OR 03
            CESSION BROWSE OPTIONS     ..... PF4  OR 04
            ACCOUNTING CORRECTIONS  .... PF5  OR 05


            TO RETURN TO MAIN MENU     ..... PF12 OR 12


                            :       :

PF1/01 - HELP                                        PF12/12 - RETURN MENU
```

Upon selecting PF5, the "MENU SELECTIONS" screen appears (shown on following page) for the online accounting correction system.

NEWSLETTER FUNCTION AND
"HOT-KEYS"

Accessing the Online Newsletter Application (continued):

At this screen, select "REVIEW CAR NEWSLETTER – PF11".

```
COMPANY 999            COMMONWEALTH AUTOMOBILE REINSURERS          CO100SA
                          ACCOUNTING ONLINE ACCESS SYSTEM          05/01/98
                               MENU SELECTIONS                     10:40 AM

        ERROR LISTINGS:
             CRITICAL ERROR POLICIES      (CA2400)   .....  PF2  OR  02
             NON CRITICAL ERROR POLICIES  (CA2685)   .....  PF3  OR  03
             WARNING AND PENALTY POLICIES (CA2500)   .....  PF4  OR  04

        INFORMATIONAL LISTINGS:
             NET NEGATIVE PREMIUMS        (CA4000)   .....  PF5  OR  05
             OUTSTANDING LOSS RESERVES    (CA4100)   .....  PF6  OR  06
             CRITICAL/NON CRITICAL ANALYSIS (CA2650) .....  PF7  OR  07
             PREMIUMS AND LOSSES WRITTEN-OFF (CA3200).....  PF8  OR  08

        REVIEW MESSAGES:
             REVIEW/UPDATE POLICY MESSAGES            .....  PF9  OR  09
             REVIEW C.A.R. NEWSLETTER                 .....  PF11 OR 11


                       SELECT FUNCTION KEY/ENTER NUMBER
     PF1/01 - HELP PANEL              :   :          PF12/12 - RETURN TO MENU
```

Upon selecting PF11, the first page of the Newsletter appears (shown below).

```
 CO110SA               COMMONWEALTH AUTOMOBILE REINSURERS          05/01/98
 PAGE:  0                 ACCOUNTING ONLINE ACCESS SYSTEM          02:58:03
                               MAY 1998


      LAST MAS PROCESSED                        EXCLUDED COMPANIES

         FEBRUARY 1998                   CO # LINE OF BUS    ACTG DT

                                         111  COMM O/S LOSS   12/97
     LATEST CESSION RECEIPT DATE         222  COMM LIAB PREM  12/97
                                         333  COMM O/S LOSS   12/97
         02/12/98                        444  ALL COMM        12/97
                                         555  COMM LOSSES     12/97




                             : __ :
     PF1/01 - HELP PANEL     PF8/08 - NEXT PAGE     PF12/12 - RETURN TO MENU
```

To view subsequent pages, select PF8/08. If you want to view a specific page rather than paging through the newsletter one at a time, you can type over the existing page number. For example, if you want to review page 4 only, type "4" over the current page number. You can also go back to a specific page by typing in the page number. For example, if you are on page 4, and you want to go back to page 1, type "1" over "4".

Note: The Newsletter starts on Page 0, not Page 1.

To exit the Newsletter function, use PF12 or type "12" in the option field.

NEWSLETTER FUNCTION AND
"HOT-KEYS"

Using the "Hot Key" to access the Policy History Application

While you are reviewing any of the following error lists, you can access the CAR accounting policy history system by using a specific PF key (otherwise known as a "hot-key").

- ► CA2400 (Critical Error Policies)
- ► CA2685 (Non-Critical Error Policies)
- ► CA2500 (Warning/Penalty Error Policies)
- ► CA4000 (Net-Negative Premium Policies)
- ► CA4100 (Outstanding Loss Reserves)
- ► CA3200 (Premiums and Losses Written-Off)

Within each error list noted above, you must be in the screen that lists each policy number or within a specific policy to access the policy history application. The following four screen prints are examples of the CA2400 and CA4000 showing where to access the policy history "hot-key".

The PF10 key accesses the policy history application within each error list.

From CA2400 (Critical Error Policies)

```
COMPANY 999              COMMONWEALTH AUTOMOBILE REINSURERS            CO210SA
NEXT WO 07/23/98           ACCOUNTING ONLINE ACCESS SYSTEM            05/01/98
                         CRITICAL- (ALL)EFF YR (ALL)ERRS               07:52 AM

FROM Q3N08328000     POLICY DATE 1ST === PREMIUM === ==== LOSS =====
  YR POLICY NUMBER     STATUS   LISTED   ERRORS   DOLLARS ERRORS   DOLLARS MSG DATE
====================================================================================
_ 97 08328000                   04/20/97    27       1       0        0
_ 97 03318501                   06/19/97     6       2       0        0
_ 97 19216127                   11/19/97     6     345       0        0
_ 97 29217654                   02/18/97     1      17       0        0 08/06/97
_ 97 39256218                   09/18/97     0       0       2        0 10/21/97
_ 97 49260315                   09/18/97     0       0       2        0
_ 97 59267872       R CANC 09/18/97          0       0       2        0
_ 97 69208058       F CANC 06/19/97         16       1       0        0
_ 97 79280380                   01/22/97    11       1       0        0 09/01/97
P 97 89250417                   07/20/97     1       2       0        0
   TYPE STARTING POLICY NUMBER -OR- TYPE 'P'/'L' TO SELECT PREM/LOSS POLICY


PF1/01 - HELP PANEL      SELECT FUNCTION :    :      PF2/02  - SELECT ALL REC
PF3/03 - SELECT ERR REC   PF7/07  - PAGE BACKWARD     PF8/08  - PAGE FORWARD
PF9/09 - POLICY MESSAGE  PF10/10 - POLICY HISTORY  PF12/12 - RETURN TO MENU
```

NEWSLETTER FUNCTION AND "HOT-KEYS"

Using the "Hot Key" to access the Policy History Application (continued)

From CA2400 (Critical Error Policies)

```
 COMPANY 999              COMMONWEALTH AUTOMOBILE REINSURERS            CO225SA
                          ACCOUNTING ONLINE ACCESS SYSTEM              05/01/98
                             PREMIUM LISTING - ALL                    08:46 AM
                                                            CRITICAL
  POLICY NUMBER     EFF DATE C TX  PROD RSK COV EFF  COV EXP  1ST LIST MSG DATE
  89250417          00/00/97 5          99/99/99 00/00/00 07/20/97
( ............... )                               INSUREDS NAME
=========================== P R E M I U M S ===============================
  TX LNE EFF SEQ   ACTG   EXPIR TWN G TRANS CLASS  C  DOLL 1  DOLL 2 -ERRORS--
  12 01  06 000001 06/97  06/98 030 2 06/97 671720 5      2         145
( 1. ) ( .. )           ( .. .. )   ( .. .. )



TOT PREM RECS      4                             CRITICAL ERR RECS      4
START W/SEQ #      1                             NON CRIT ERR RECS      4
PF1/01 - HELP PANEL   SELECT FUNCTION/ENTER NUMBER   PF3/03  - APPLY CORRECT
PF7/07 - PAGE BACKWARD              :    :          PF8/08  - PAGE FORWARD
PF9/09 - POLICY MESSAGE  PF10/10 - POLICY HISTORY PF12/12 - RETURN TO MENU
```

From CA4000 (Net Negative Premium Error Policies)

```
 COMPANY 999              COMMONWEALTH AUTOMOBILE REINSURERS            CO510SA
                          ACCOUNTING ONLINE ACCESS SYSTEM              05/01/98
             NET NEGATIVE PREMIUM POLICIES - EFFECTIVE YEAR (97)      09:57 AM


                       POL   POL EDIT COVERAGE COVERAGE  POLICY
  YR POLICY NUMBER    RSK STATUS  DATE    EFF DATE EXP DATE PREM DOLL  MSG DATE
================================================================================
_ 97 32108491902       2   WARND 01/26/98 04/14/97 04/30/97     -5,856
_ 97 32308704501       2   WARND 04/17/98 01/01/97 01/01/98     -7,895 04/22/98
_ 97 32409202102       2         04/17/98 99/99/99 00/00/00    -13,592 05/05/98
_ 97 32509411401       2   F CAN 04/17/98 99/99/99 00/00/00    -21,860 03/09/98
_ 97 32608610901       0         04/25/98 99/99/99 00/00/00        -91 04/28/98
_ 97 45609800202       2         03/18/98 99/99/99 00/00/00     -1,991 03/25/98
_ 97 45700536100       2         02/19/98 99/99/99 00/00/00     -1,198 03/03/98
_ 97 45903077001       2   F CAN 04/25/98 99/99/99 00/00/00     -1,933 04/29/98
_ 97 85106024802       2   WARND 01/26/98 07/20/97 07/20/98       -137
X 97 85300001901       2         04/17/98 99/99/99 00/00/00       -512 05/01/98
             TYPE 'X' NEXT TO YR TO SELECT A POLICY


PF1/01 - HELP PANEL   SELECT FUNCTION/ENTER NUMBER   PF2/02  - SELECT ALL REC
PF7/07 - PAGE BACKWARD              :    :          PF8/08  - PAGE FORWARD
PF9/09 - POLICY MESSAGE  PF10/10 - POLICY HISTORY PF12/12 - RETURN TO MENU
```

NEWSLETTER FUNCTION AND
"HOT-KEYS"

Using the "Hot Key" to access the Policy History Application (continued)

From CA4000 (Net Negative Premium Error Policies)

```
COMPANY 153            COMMONWEALTH AUTOMOBILE REINSURERS          CO525SA
                        ACCOUNTING ONLINE ACCESS SYSTEM            05/12/98
                      NET NEGATIVE PREMIUM POLICY CESSION LISTING  09:59 AM

 POLICY NUMBER        YR  RSK    COV EFF    COV EXP    POLICY PREM DOLL  MSG DATE
  85300001901         97   2     99/99/99   00/00/00   $           -512  05/01/98

 =========================== P R E M I U M S ================================
    LI EFF ACTG EXP   TRANS RECEIPT  PRM        CLS C  D P  PREM     PREM    ERROR
 TX NE MO  DATE DATE  DATE   DATE    TWN CLASS  GRP ID S E DOLLAR1 DOLLAR2 CODES
 12 01 06 02/98 06/98 12/97 03/24/98 624 739100 3  4  0 1    -11           145
 12 41 06 02/98 06/98 12/97 03/24/98 624 739100 3  4  0 1   -227     -67   145
 12 45 06 02/98 06/98 12/97 03/24/98 624 739100 3  4  0 1      0    -135   145
 12 45 06 02/98 06/98 12/97 03/24/98 624 739100 3  4  0 1    -72       0   145




 PF1/01 - HELP PANEL    SELECT FUNCTION/ENTER NUMBER
 PF7/07 - PAGE BACKWARD          :    :            PF8/08  - PAGE FORWARD
 PF9/09 - POLICY MESSAGE  PF10/10 - POLICY HISTORY PF12/12 - RETURN TO MENU
```

From the screen which lists the policy numbers:

- Mark a "P" or "L" (for CA2400 & CA2685) or an "X" (for all other error lists) next to the policy you want to review.
- Select PF10 (or tab to the option field, type 10, and hit ENTER).

The "Online Policy History Screen" appears where you can access common area information, cession records, or premium or loss records.

From the screen which shows the specific policy:

- Select PF10 or tab to the option field, type 10, and hit ENTER.

(Although the actual PF10 option does not appear on the previous screen in production, the capability exists to "hot-key" to policy histories from this screen).

The "Online Policy History Screen" appears where you can access common area information, cession records, or premium or loss records.

NEWSLETTER FUNCTION AND
"HOT-KEYS"

Using the "Hot Key" to access the Policy History Application (continued)

Online Policy History Screen

```
                    CAR ACCOUNTING MASTER FILE                  CA310SA
                     ON LINE POLICY HISTORY                     05/01/98




   ########     ENTER REQUESTED POLICY INDENTIFICATION INFORMATION    ########

                CO 999    YR 1997    POL 472282162




   ########     SELECT ONE OPTION                  PF KEY OR NUMBER    ########
                                    : __ :

   POLICY WITH COMMON RECORDS ...... PF1/01    CLAIM SUMMARY ......... PF5/05
   POLICY WITH CESSION RECORDS ..... PF2/02    REQUEST HARD COPY ..... PF10/10
   POLICY WITH PREMIUM RECORDS ..... PF3/03    RETURN TO MENU ........ PF12/12
   POLICY WITH LOSS RECORDS ........ PF4/04
```

Within the policy history application, you <u>can </u>change the policy effective year and policy number to another number/year combination. Upon exiting the policy history application, you return to the same list of policies as where you began.

To exit the policy history application, hit PF12 until you are back to the accounting correction application.

Using the "Hot Key" to access the Producer Code Database

From the CA2500 (Warning/Penalty Error Policies) only, you can access CAR's Producer Code Database to verify producer code information.

To access the producer code database, you must be in the CR600 - Cession Record Correct screen. The screen prints on the following page show you the process.

From the CO410 screen, mark an "X" next to the policy you want to review and select PF2/02.

Using the "Hot Key" to access the Producer Code Database (continued)

CO410 screen

```
COMPANY 999            COMMONWEALTH AUTOMOBILE REINSURERS          CO410SA
                        ACCOUNTING ONLINE ACCESS SYSTEM            05/01/98
                      PENALTY POLICIES - RISK TYPE (ALL)           08:10 AM

FROM 321997142          CAR  DATE 1ST COVERAGE POLICY    POLICY
  YR POLICY NUMBER   RSK  ID   LISTED    DATE   EXP DATE PREM DOLL  MSG DATE
===========================================================================
_ 97 322997142        0   5   07/28/97 04/15/97 04/15/98     -372
_ 97 323998224        0   4   07/28/97 04/20/97 04/20/98        0
_ 97 324998567        0   4   07/28/97 04/13/97 04/13/98        0
_ 97 333269809        0   5   08/28/97 06/20/97 05/07/98        0
_ 97 456259788        0   4   09/28/97 06/03/97 06/03/98        0
_ 97 457262750        0   5   09/28/97 06/02/97 06/02/98        0
_ 97 458872068        0   5   09/28/97 06/23/97 06/23/98        0
_ 97 469279120        0   4   09/28/97 07/07/97 06/11/98        0
_ 97 471280542        0   5   09/28/97 06/16/97 06/16/98        0
X 97 472282162        0   4   09/28/97 07/10/97 06/06/98        0
       TYPE STARTING POLICY NUMBER -OR- TYPE 'X' TO SELECT A POLICY

PF1/01 - HELP PANEL    SELECT FUNCTION/ENTER NUMBER  PF2/02  - SELECT ALL REC
PF7/07 - PAGE BACKWARD             :    :          PF8/08  - PAGE FORWARD
PF9/09 - POLICY MESSAGE  PF10/10 - POLICY HISTORY   PF12/12 - RETURN TO MENU
```

The CO425 screen appears showing some policy information. Mark an "X" on the dash next to the CAR ID Code and select PF3/03.

```
 COMPANY 999            COMMONWEALTH AUTOMOBILE REINSURERS          CO425SA
                         ACCOUNTING ONLINE ACCESS SYSTEM            05/01/98
                         WARNING POLICY CESSION LISTING             08:57 AM

   POLICY NUMBER     RSK   COV EFF    COV EXP    POLICY PREM DOLL   MSG DATE
   472282162          0   07/10/97   06/06/98              $0

============================== C E S S I O N S ============================
 CID    INSUREDS NAME       EFF DATE    EXP DATE  RCT DATE RSK   TX    PROD
 X 4    KELLEY  KIMBERLY    06/06/97    06/06/98  07/10/97  0    2    440529
              NO ERRORS




                      SELECT FUNCTION/ENTER NUMBER
                              :    :
PF1/01 - HELP PANEL                               PF3/03 - CORRECT RECORD
PF9/09 - POLICY MESSAGE  PF10/10 - POLICY HISTORY   PF12/12 - RETURN TO MENU
```

NEWSLETTER FUNCTION AND
"HOT-KEYS"

Using the "Hot Key" to access the Producer Code Database

The CR600 screen appears (shown below).

```
 CR600SA               COMMONWEALTH AUTOMOBILE REINSURERS            05/01/1998
 COMPANY: 999               CESSION RECORD -  CORRECT                   10:15:43

                                           REC NO 001   RCPT DTE 04/11/1997
   CAR                POL EFF DT  POL EXP DT                          PROD
   ID POLICY NUMBER   MM/DD/YYYY  MM/DD/YYYY RSK TX INSURED'S NAME    CODE
   5  472282162       06/06/1997  06/06/1998  0  2  KELLEY  KIMBERLY  440529
 ( .  ................ .. .. ....  .. .. ....  .  .  ................  ...... )

 ERROR
 CODE      DESCRIPTION




 PF1/01  HELP                      : __ :                 PF3/03  APPLY CORRECTION
 PF10/10 PRODUCER INQUIRY                                 PF12/12 EXIT
```

Select PF10/10 to access the producer code database. The PM600 screen appears showing the CAR ID Code and the producer code from the cession record.

```
 PM600MN               COMMONWEALTH AUTOMOBILE REINSURERS            05/01/1998
 PM600SA                     PRODUCER INQUIRY SYSTEM                    10:24:12

                          COMPANY CODE      999

                          EFF YEAR (YYYY)   1997

                          PRODUCER CODE     440529



         MEMBER COMPANIES, FILL IN THE KEY AND DEPRESS.... PF2  OR  02


         RETURN TO MENU .................................. PF12 OR  12


                                 : __ :
```

Within the producer code database, you <u>can </u>change the policy effective year and producer code to another code/year combination. Upon exiting the producer code database, you return to the same policy as where you began.

To exit the producer code database, hit PF12 until you are back to the accounting correction application.