A. <u>GENERAL INFORMATION</u>

Cessions and ceded premium and loss records make up the CAR Accounting System. The files are cumulative containing data for all policy effective years that remain open.

The CAR Accounting System is a "policy based" system. That is, CAR treats all cession, ceded premium, and ceded loss records as a policy if they all contain the same:

- Company Number
- Policy Effective Year
- Policy Number

The system contains 12 policy based edits, known as the Critical and Non-Critical Edits. These edits show companies if they ceded a policy to CAR correctly. Policies which fail any of these edits appear on at least one of CAR's accounting error lists.

Critical Accounting Errors

Critical accounting errors are deemed critical because they prevent loss coverage, impacting a company financially. There are three critical accounting errors which are highlighted below.

Error Code 1: No Active, In-force Cession Record. Every ceded policy must contain an active transaction 1 or 2 cession record.

Error Code 6: No Positive Premium for Loss Records. Positive premium must exist on a ceded policy which contains loss records.

Error Code 7: Date Discrepancies on Loss – Accident Date Outside Cession Bounds. The accident date on the loss record must be a valid date and fall within the policy's cession bounds.

Non-Critical Accounting Errors

Non-critical accounting errors are deemed non-critical because they indicate some kind of reporting problem but not significant enough to prevent loss coverage. Although they do not prevent loss coverage, they can impact a company financially if the volume of non-critical errors is high (please reference the Policy Edit Package or Manual of Administrative Procedures). There are nine non-critical accounting errors which are highlighted on the following page.

A. GENERAL INFORMATION (CONTINUED)

Error Code 2: CAR ID Code Inconsistency. The CAR ID Code on all premium and loss records must equal and must match the CAR ID Code on the policy's first active, in-force cession.

Error Code 3: Effective and Expiration Date Inconsistency. The effective and expiration date on all premium and loss records must equal and must match the effective and expiration date on the policy's first active, in-force cession.

Error Code 4: Date Discrepancies on Premium Records – New/Renewal Premium Not Found. The transaction code on all premium records must be 11-16. All the date fields must contain valid dates. All policies must contain an active transaction 11 premium record.

Error Code 5: Net Premium Not Positive. For every line of business/class group combination, the premium amount must be greater than or equal to $0.

Error Code 8: Accident Date/Class Group Inconsistent Within Loss Records. Losses which contain the same claim number must also contain the same class group and accident date.

Error Code 9: Invalid Net Loss Amount. The net paid loss amount for a particular line of business and claim number must be greater than or equal to $0.

Error Code 10: No Matching Claim for Subrogation. If a policy contains a subrogation record (transaction code 26), the record must correspond to a paid loss record with the same line of business and claim number.

Error Code 11: Invalid Expense Amounts. The net allocated expense amounts (transaction codes 24, 27, and 29), within the same line of business and claim number, must be greater than or equal to $0.

Error Code 12: Unmatched Reinstatements. If a transaction 14 premium record exists on a policy, a transaction code 13 or 15 must also exist and must match to the transaction 14 record.

Using the on-line accounting correction application, you can correct certain types of errors. For example, if you need to correct a transaction code, accident date, claim number, class group, etc., you can make those corrections via the on-line system. However, if you need to offset a premium or loss record or correct a CAR ID Code, you must submit offset/reenter records.

B. CAR POLICY HISTORIES

1. Access

To access Policy Histories from TE100-TELECOMMUNICATIONS MENU (exhibit V-B-1),

1)   Select PF2 or
2)   Tab to the option field, type "02" and hit ENTER

Exhibit V-B-1

```
TE100SB            COMMONWEALTH AUTOMOBILE REINSURERS           11/01/2006
TEMENUSA                     TELECOMMUNICATIONS                   11:15:30


            C.A.R. ACCOUNTING          .......... PF2  OR 02

            CESSION SYSTEM             .......... PF3  OR 03

            STATISTICAL SYSTEM         .......... PF4  OR 04

            PRODUCER CODE SYSTEM       .......... PF5  OR 05

            TAXI INDEX SYSTEM          .......... PF6  OR 06

            AUDIT & CLAIMS SYSTEM      .......... PF7  OR 07

            EXPERIENCE RATING SYSTEM ............ PF8  OR 08

            TERMINATE C.A.R. SESSION ............ PF12 OR 12


                         :    :
                DEPRESS PFKEY OR ENTER PROCESSING OPTION
```

The TE120 - C.A.R. Accounting System screen (exhibit V-B-2) appears.

Exhibit V-B-2

```
TE120            COMMONWEALTH AUTOMOBILE REINSURERS           11/01/2006
                     C.A.R. ACCOUNTING SYSTEM                   11:15:30




              COMPANY NUMBER .....  ___



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


                         :         :

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

B. **CAR POLICY HISTORIES (CONTINUED)**

1. Access (continued)

   Your cursor should be positioned at the COMPANY NUMBER field.

   1) Type in your three-digit company code number
   2) Select PF2 or tab to the option field, type in "02", and hit ENTER.

   If the company code is valid for your User Id, the CA310SA ON LINE POLICY HISTORY screen appears (exhibit V-B-3).

   If the company code is invalid, the error message "INVALID COMPANY NUMBER/USER-ID" appears. If you simply typed an incorrect company number, re-key the correct number and hit ENTER. If the correct number was entered, please contact your company's Security Administrator or your CAR Data Analyst.

   Exhibit V-B-3

```
                       CAR ACCOUNTING MASTER FILE              CA310SA
                        ON LINE POLICY HISTORY                 11/01/2006




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

                CO 999      YR        POL




   ########     SELECT ONE OPTION                PF KEY OR NUMBER      ########
                                    : __ :
   POLICY WITH COMMON RECORDS ...... PF1/01     CLAIM SUMMARY ......... PF5/05
   POLICY WITH CESSION RECORDS ..... PF2/02     POLICY MESSAGE......... PF9/09
   POLICY WITH PREMIUM RECORDS ..... PF3/03     REQUEST HARD COPY ..... PF10/10
   POLICY WITH LOSS RECORDS ........ PF4/04     RETURN TO MENU ........ PF12/12
```

   The company number field (CO) on the POLICY KEY MENU automatically displays your three-digit company number, which you keyed in at the TE120 screen.

   Then, input the 4-position policy effective year and policy number you want to see

   Select the PF key for the function you want or tab to the option field, type the appropriate function, and hit ENTER.

B. **CAR POLICY HISTORIES (CONTINUED)**

2. Common Area Screen

To view the CA320 - Common Area Screen (exhibit V-B-4) from any screen within the CAR Policy History System,

1) **Select PF1 or**
2) **Tab to the option field, type "01", and hit ENTER**

Exhibit V-B-4

```
COMPANY 999           CAR POLICY HISTORY FOR COMMON AREA          CA320SA
EFF YR  2006                 ANY INSURANCE COMPANY                 11/01/2006
POLICY  0245841700

POL EDT DATE  03/27/2006     PED    NO EDIT            COV DATE PTR
CAR COV DATE  99/99/9999     ERR CNT CRIT&NON-CRIT     CAR ID CODE    5
POL EXP DATE  00/00/0000     STATUS  NO STATUS         PRODUCER CODE ERP590
W/O ELIGIBLE  00/0000        CRT DTE  03/27/2006       CESS REC CNT      0

CESSION POLICY NUMBER ....... OLD              ...... NEW
ACCOUNTING POLICY NUMBER .... OLD              ...... NEW

PREMIUM         TOTAL     LIABILITY        PIP      PHYS DAM
RECORD CNT        4          2               2          0
DOLLAR AMT      462         390             72          0
LOSS            TOTAL        PAID     PAID ALLOC  OUTSTANDING     OUT ALLOC
RECORD CNT        0          0            0           0             0
DOLLAR AMT        0          0            0           0             0
                              : __ :                      POL/MESSAGE..PF9
POL/COMMON....PF1    POL/PREM......PF3    CLM/SUM......PF5   HARD COPY  ..PF10
POL/CESS......PF2    POL/LOSS......PF4    ERR/SUM......PF6   ESCAPE ......PF12
```

CAR creates a Common Area record for every ceded policy. This record provides summary level information that CAR often uses as a "driver" for processing its programs. For example, the Warning and Penalty Listing uses the STATUS switch to determine if a cession should appear on the on-line listing.

A second common area screen exists showing additional error information. To access the secondary common area screen (exhibit V-B-5),

1) **Select PF6 or**
2) **Tab to the option field, type "06", and hit ENTER.**

To exit the secondary screen and return to the main common area screen, select PF12.

B. <u>CAR POLICY HISTORIES (CONTINUED)</u>

2. <u>Common Area Screen (continued)</u>

Exhibit V-B-5

```
COMPANY 999          CAR POLICY HISTORY OF ERRORS                 CA325SA
EFF YR  2006              ANY INSURANCE COMPANY               11/01/2006
POLICY  0205049680                                            11:15:30


                    MM/YEAR           E R R O R   C O D E S
ELIGIBLE W/O        03/2006  -1- -2- -3- -4- -5- -6- -7- -8- -9- -10- -11- -12-
                             N   N   N   N   N   N   Y   N   Y   N    N    N


                    MM/DD/YYYY                        MM/YEAR
1ST CRITICAL LIST   03/13/2004    LAST W/O LOSS DATE   01/2004
        LOSS CNT        1              LOSS W/O CNT           1
        LOSS AMT        281-           LOSS W/O AMT           281-
        PREM CNT        0              PREM W/O CNT           0
        PREM AMT        0              PREM W/O AMT           0
                    MM/DD/YYYY                        MM/YEAR
1ST NON CRITICAL    03/13/2004    LAST OS LOSS QUARTER NOT LISTED
        LOSS CNT        1              OS LOSSES CNT          0
        LOSS AMT        281-           OS LOSSES AMT          0
        PREM CNT        0
        PREM AMT        0

                            :  __  :              RETURN TO COMMON ..PF12
```

The field definitions are highlighted on the next few pages.

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
POL EDIT DATE	Policy Edit Date	The most recent edit date on the policy
PED	Policy Edit Condition	No Edit Edit Needed Purged
COV DATE PTR	Coverage Date Pointer	0 or blank = No Coverage 1 = Full Coverage 2 = Cession Receipt Date 3 = Premium Receipt Date
CAR COV DATE	CAR Coverage Date	That date CAR's coverage begins
ERR CNT	Error Content Switch	No Error Critical Only Non-Critical Only Critical/Non-Critical Cession/No Premium Cession/No Premium and Non-Critical
CAR ID CODE	CAR ID Code	Taken from active, in-force cession

B. CAR POLICY HISTORIES (CONTINUED)

2. Common Area Screen

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
POL EXP DATE	Policy Expiration Date	The date the policy's coverage expires
STATUS	Policy Status	No Status No Premium Premium Regular Cancel (Short) Flat Cancel Write-Off Warned
PRODUCER CODE	Producer Code	Taken from active inforce cession or premium record if no cession
W/O ELIGIBLE	Write-off Eligible Date	Write-off date if policy remains in critical error
CRT DTE	Critical List Date	Date policy first went into critical error
CESSION POLICY NUMBER....OLD	Old Cession Policy Number	Policy number the cession came from
CESSION POLICY NUMBER....NEW	New Cession Policy Number	Policy number the cession moved to
ACCOUNTING POLICY NUMBER....OLD	Old Accounting Policy Number	Policy number from which accounting records came from
ACCOUNTING POLICY NUMBER....NEW	New Accounting Policy Number	Policy number the accounting records moved to
RECORD COUNT	Same	Number of records (premiums and losses)
DOLLAR AMOUNT	Same	Premium and loss dollar amounts

B. <u>CAR POLICY HISTORIES (CONTINUED)</u>

2. <u>Common Area Screen (continued)</u>

The fields listed below represent those listed on the secondary screen.

FIELD	FULL TITLE	POSSIBLE VALUES/DESCRIPTION
ELIGIBLE W/O	Eligible Write-Off Date	Represents the date CAR will write-off loss records if not corrected
ERROR CODES	Accounting Error Codes	Y indicates error -- N indicates no error
1ST CRITICAL LIST	1st Critical List Date	Date policy first was identified in critical error including error record counts and dollar amounts.
1ST NON CRITICAL	1st Non-Critical List Date	Date policy first was identified in non-critical error including error record counts and dollar amounts.
LAST W/O DATE LOSS DATE	Last Write-Off Loss Date	Date policy last incurred a critical error loss write-off including error record counts and dollar amounts.
LAST OS LOSS QUARTER	Last Outstanding Loss Quarter	Highlights outstanding loss records reported during the previous quarter.

3. <u>Cession Screen</u>

To view the CA330 - Cession Screen (exhibit V-B-6) from any screen within the CAR Policy History System,

1) Select PF2 or tab to the option field, type "02", and hit ENTER

B. CAR POLICY HISTORIES (CONTINUED)

3. Cession Screen (continued)

Exhibit V-B-6

```
COMPANY 999            CAR POLICY HISTORY FOR CESSIONS           CA330SA
EFF YR  2006                  ANY INSURANCE CO.                 11/01/2006
POLICY  294396                                    TOTAL RECORDS        2

REC    EFF    RECEIPT    EXPIRE    LOAD     DEACT
NO   T MM/DD MM/DD/YY P MM/DD/YY MM/DD/YY MM/DD/YY BD C PROD   RK A INF MED RT
 1 2 12/06 10/30/06 1 12/02/07 11/03/06 02/09/06  0  4 443080  0  4  0  60   0
 2 4 12/06 02/06/06 2 12/02/07 02/09/06 00/00/00  0  4 443080  0  0  0  60   0




                    CESSION RECORDS    1    THRU    2
                                 : __ :
POL/COMMON....PF1   POL/PREM......PF3   CLM/SUMM......PF5   SCROLL FORW...PF8
POL/CESS......PF2   POL/LOSS......PF4   SCROLL BACK...PF7   HARD COPY.....PF10
FOR ADDITIONAL FIELDS, SCROLL RIGHT..PF6                   ESCAPE........PF12
```

Cessions actually reside on two screens due to the large number of fields. The first screen (exhibit V-B-6)
displays the initial fields. Additional fields are located on the second screen (exhibit V-B-7). To move from
one screen to the other,

1) Select PF6 or tab to the option field, type "6", and hit ENTER

Exhibit V-B-7

```
COMPANY 999            CAR POLICY HISTORY FOR CESSIONS           CA330SB
EFF YR  2006                  ANY INSURANCE CO.                 11/01/2006
POLICY  294396                                    TOTAL RECORDS        2

REC                    ACTIV LST ERROR LST   NULL CORR XR   ERROR CODES OR
NO   INSUREDS NAME     MM/DD/YY  MM/DD/YY ES NUM  NUM  EY  CROSS-REF POLICY #
 1 INSURED             02/09/06  00/00/00  0  000  000
 2 INSURED             02/09/06  00/00/00  0  001  000




                    CESSION RECORDS    1    THRU    2
                                 : __ :
POL/COMMON....PF1   POL/PREM......PF3   CLM/SUMM......PF5   SCROLL FORW...PF8
POL/CESS......PF2   POL/LOSS......PF4   SCROLL BACK...PF7   HARD COPY.....PF10
FOR INITIAL FIELDS, SCROLL LEFT...PF6                      ESCAPE........PF12
```

B. CAR POLICY HISTORIES (CONTINUED)

3. Cession Screen (continued)

Use the PF7 (Scroll Backward) and PF8 (Scroll Forward) to view cessions if more than eight appear on a policy. The field descriptions are highlighted below.

Field	Full Title	Description/Possible Values
T	Transaction Code	1 = New Business 2 = Renewal Business 4 = Flat Cancel 5 = Uncede
EFF DATE	Effective Date	MM/DD format
RECEIPT DATE	Receipt Date	Day CAR received cession notice
P	Cession Date Pointer	0 = No cession date (No CAR coverage) 1 = Use effective date for CAR coverage 2 = Use cession receipt date for coverage
EXPIRE DATE	Expiration Date	MM/DD/YY format
LOAD DATE	Load Date	Date CAR loaded cession to its file
DEACT DATE	Deactivate Date	Date cession became inactive
BD	Backdate Switch	0 = No automatic backdate 1 = Eligible for automatic backdate 2 = Automatic backdate granted
C	CAR ID Code	Values of 4 or 5
PROD	Producer Code	Company assigned
RK	Risk Type	0 = Private Passenger 1 = Taxi/Limo/Car Service 2 = All other commercial
A	Activity Status	0 = Active cession 1 = Cession was deleted 3 = Cession was corrected 4 = Cession nulled by TX4 cession 5 = Cession nulled by TX5 cession
INF	In-force cession	0 = Not in-force cession 1 = In-force, active cession

B. <u>CAR POLICY HISTORIES (CONTINUED)</u>

3. <u>Cession Screen (continued)</u>

Field	Full Title	Description/Possible Values
MED	Media Type	00-19 = Tape cessions 60-84 = Online cessions 85-99 = File Transfer Protocol (FTP)
RT	Record Type	0 = regular "add" cession 3 = correction cession
INSUREDS NAME	Insured's Name	2 characters min. / 16 characters max.
ACTIVITY LIST DATE	Activity List Date	Date cession appeared on Applied Cessions listing.
ERROR LIST DATE	Error List Date	Date cession appeared on Cession Error List.
ES	Error Status	0 = No error on cession 2 = Cession appears on Cession Error List
NULL NUM	Nulled Record Number	Applies to TX4/5. Record number of nulled TX1/TX2 cession.
CORR NUM	Corrected Record Number	Record Number of the corrected cession.
XR EY	Cross-reference eff yr	The effective year cession moved to.
ERROR CODES OR CROSS-REF POLICY #	Error codes or cross-reference policy number	The type of cession error or policy number the cession moved to.

4. <u>Premium Screen</u>

To view the CA340 - Premium Screen (exhibit V-B-8) from any screen within the CAR Policy History System,

1) Select PF3 or tab to the option field, type "03", and hit ENTER.

B. <u>CAR POLICY HISTORIES (CONTINUED)</u>

4. <u>Premium Screen (continued)</u>

Exhibit V-B-8

```
 COMPANY 999              CAR POLICY HISTORY FOR PREMIUMS              CA340SA
 EFF YR  2006                   ABC INSURANCE CO.                    11/01/2006
 POLICY  294396                  TOTAL RECORDS   10    TOTAL AMOUNT        27

                 ACTG TRNS
  RC#  TX LN M  MMYY MMYY TWN CLASS  GCDE  AMOUNT-1   AMOUNT-2 **ERROR CODES**
     1 11 45 12 0506 1205 645 041600 1401        35          0 1
     2 13 45 12 0506 0106 645 041600 1401       -32          0 1
     3 11 01 12 0506 1205 645 041600 1401        15          0 1
     4 11 01 12 0506 1205 645 041624 1401         9          0 1
     5 13 01 12 0506 0106 645 041600 1401       -14          0 1
     6 13 01 12 0506 0106 645 041624 1401        -8          0 1
     7 11 41 12 0506 1205 645 041600 1401       140         40 1
     8 11 41 12 0506 1205 645 041624 1401        60         25 1
     9 13 41 12 0506 0106 645 041600 1401      -128        -37 1
    10 13 41 12 0506 0106 645 041624 1401       -55        -23 1

                    PREMIUM RECORDS    1  THRU    10

                                 : __ :
 POL/COMMON....PF1   POL/PREM......PF3   CLM/SUMM......PF5   SCROLL FORW..PF8
 POL/CESS......PF2   POL/LOSS......PF4   SCROLL BACK...PF7   HARD COPY....PF10
                                                            ESCAPE.......PF12
```

Use the PF7 (Scroll Backward) and PF8 (Scroll Forward) functions to view all premium records of the policy contains more than 8 records.

Below you will find a description of the fields.

Field	Full Title	Description/Possible Values
TX	Transaction Code	11 = New/Renewal Premium 12 = Endorsement Premium 13 = Reg (Short) Cancel Premium 14 = Reinstatement Premium 15 = Flat Cancel Premium 16 = Audit Premium
LN	Line of Business	01 = PIP Premium 41 = Liability Premium 45 = Physical Damage Premium
M	Effective Month	Policy effective month
ACTG DATE	Accounting Date	The submission containing this record
TRNS DATE	Transaction Date	MM/YY format
TWN	Premium Town	See Statistical Plans

B. CAR POLICY HISTORIES (CONTINUED)

4. Premium Screen (continued)

Field	Full Title	Description/Possible Values
CLASS	Class Code	Six-position code assigned by company
G	Class Group	1 = Private passenger 2 = CAR rate 3 = All other commercial
C	CAR ID Code	Values of 4, 5
D	Descriptor Code	0 = Regular record 1 = Credit \ Set via corrections 2 = Debit / to on-line error list
E	Edit switch	0 = Not edited 1 = Edited
AMOUNT-1	Premium Dollar1	BI, PIP, OTC premium
AMOUNT-2	Premium Dollar2	PD, COLL premium
ERROR CODES		Blank = Error Free Numeric Value = Indicates error Washout = Company offset this record Write-Off = CAR offset this error record Offset = CAR created this record in the CA3250

5. Loss Screen

To view the CA350 - Loss Screen (exhibit V-B-9) from any screen within the CAR Policy History System,

1)   Select PF4 or tab to the option field, type "04", and hit ENTER.

B. <u>CAR POLICY HISTORIES (CONTINUED)</u>

5. <u>Loss Screen (continued)</u>

Exhibit V-B-9

```
 COMPANY 999              CAR POLICY HISTORY FOR LOSSES                  CA350SA
 EFF YR  2005             ABC CASUALTY & SURETY                       11/01/2006
 POLICY 5795645                    TOTAL RECORDS    10    TOTAL AMOUNT     100000
          ACDT ACCDNT
  RC#  TXLN MMYY MMDDYY TWN CLASS  GCDE TP  AMOUNT CLAIM NUMBER      ERROR CODES
     1 2341 0107 010306 000 426900 2401 11   10000 1                 168
     2 2341 0107 010306 000 426900 2401 11   10000 1                 168
     3 2341 0107 010306 000 426900 2401 11   10000 1                 168
     4 2341 0107 010306 000 426900 2401 11   10000 1                 168
     5 2341 0107 010306 000 426900 2401 11   10000 1                 168
     6 2341 0107 010306 000 426900 2401 11   10000 1                 168
     7 2341 0107 010306 000 426900 2401 11   10000 1                 168
     8 2341 0107 010306 000 426900 2401 11   10000 1                 168
     9 2341 0107 010306 000 426900 2401 11   10000 1                 168
    10 2341 0107 010306 000 426900 2401 11   10000 1                 168

                        LOSS RECORDS      1  THRU     10

                                : __ :
 POL/COMMON....PF1   POL/PREM......PF3   CLM/SUMM......PF5   SCROLL FORW..PF8
 POL/CESS......PF2   POL/LOSS......PF4   SCROLL BACK ..PF7   HARD COPY....PF10
                                                            ESCAPE.......PF12
```

Use the PF7 (Scroll Backward) and PF8 (Scroll Forward) functions to view all loss records of the policy contains more than 8 records. Below you will find a description of the fields.

Field	Full Title	Description/Possible Values
TX	Transaction Code	21 = Outstanding Loss 22 = O/S Allocated Loss Expense 23 = Paid Loss 24 = Paid All Other Allocated Expense 25 = Salvage Recovery 26 = Subrogation Recovery 27 = Paid Legal Allocated Loss xpense 29 = Paid Medical Allocated Loss Exp.
LN	Line of Business	01 = PIP Premium 41 = Liability Premium 45 = Physical Damage Premium
ACDT	Accounting Date	The submission containing this record.
ACCDNT	Accident Date	MM/DD/YY format
TWN	Premium Town	See Statistical Plans

B. <u>CAR POLICY HISTORIES (CONTINUED)</u>

5. <u>Loss Screen (continued)</u>

Field	Full Title	Description/Possible Values
CLASS	Class Code	Six-position code assigned by company
G	Class Group	1 = Private passenger 2 = CAR rate 3 = All other commercial
C	CAR ID Code	Values of 4, 5
D	Descriptor Code	0 = Regular record 1 = Credit \ Set via corrections 2 = Debit / to on-line error list
E	Edit switch	0 = Not edited 1 = Edited
LT	Loss Type	See Statistical Plans
AMOUNT	Loss Amount	BI, PD, PIP, OTC, COLL
CLAIM NUMBER	Claim Number	Assigned by company
ERROR CODES		Blank = Error Free Numeric Value = Indicates error Washout = Company offset this record Write-Off = CAR offset this error record Offset = CAR created this record in the CA3200

6. <u>Claim Summary Screen</u>

   To view the CA360 - Claim Summary Screen (exhibit V-B-10) from any screen within the CAR Policy History System,

   1) Select PF5 or tab to the option field, type "05", and hit ENTER.

B. CAR POLICY HISTORIES (CONTINUED)

6. Claim Summary Screen (continued)

Exhibit V-B-10

```
 COMPANY 999           CAR POLICY HISTORY FOR CLAIMS                CA360SA
 EFF YR  2005               ANY INSURANCE COMPANY                 11/01/2006
 POLICY  9875231

   CLAIM NUMBER    PAID-TX23   ALLOC-TXS   SALV-TX25   SUBG-TX26  NET PAYMENT
 1                  100000          0           0           0       100000




 TOTAL ALL CLAIMS   100000          0           0           0       100000

                    CLAIM RECORDS     1   THRU     1

                                 : __ :
 POL/COMMON....PF1    POL/PREM......PF3    CLM/SUM.....PF5   HARD COPY....PF10
 POL/CESS......PF2    POL/LOSS......PF4    SCR FORW....PF8   EXIT.........PF12
```

Use the ENTER key to scroll forward if the screen contains more than 8 records. There is no scroll backward key; you need to go to a different screen (e.g. premiums) and then go back to the claim summary screen (PF5) to start at the beginning.

7. Print (Hard Copy) Policies

To request a hard copy policy history report from any screen within the CAR policy history function,

1) Select PF10 or tab to the option field, type "10", and hit ENTER.

This action writes a request record to a file. The next time the CA3500 - Histories Reports run (usually twice a week), the policy history will print. CAR will then mail the report to you.

C. <u>CLOSE-OUT POLICY HISTORIES</u>

Data (effective years 1984 - 1996 only) maintained on the CAR's Close-Out File is not available for on-line inquiry. However, to obtain Close-Out Policy History Reports through the on-line system,

> **1) Select PF10 or tab to the option field, type "10", and hit ENTER**.

If CAR closed-out a policy, all on-line screens including the common area screen will show no information and the message "NO COMMON AREA RECORDS FOUND" will appear. This is correct because close-out data is not maintained with the on-line data.

Even though no records were found, CAR writes the request record to a file and runs Closed-Out Policy Histories once per week. Once printed, CAR will mail the hard copy report to you.