

Telecommunications Manual

CHAPTER VIII - STATISTICAL CORRECTIONS

**A. GENERAL INFORMATION**

The Statistical Correction application allows companies to correct those records that contain a statistical error. The application identifies errors and presents "grids" for each possible data element that could be incorrect causing the statistical error. Companies may then input the correct value in the grid that will eliminate the error.

Facts about the on-line system:

- 1) It is interactive.
- 2) It provides immediate feedback when the user enters a correction.
- 3) It shows new errors caused by a correction.
- 4) It updates the error percents each time the user applies a correction.
- 5) It compares the updated error percent to the tolerance levels after each correction.
- 6) It provides a due date for each shipment key.
- 7) New data, based on new shipments, is loaded and available on Thursday of each week.

*If you do not process enough corrections to meet the 5% tolerance level by the designated due date, penalties will accrue.* Please reference the last section of this chapter for more complete information.

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**B. ACCESS TO APPLICATION**

To access statistical corrections from the TE100 - TELECOMMUNICATIONS MAIN MENU (exhibit VIII-B-1),

- 1) **Select PF4 or**
- 2) **Tab to the option field, type "04" and hit ENTER.**

Exhibit VIII-B-1

```
TE100SB          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
TEMENUSA                TELECOMMUNICATIONS                    03:20:21

          C.A.R. ACCOUNTING          ..... PF2 OR 02
          CESSION/MAIP SYSTEM          ..... PF3 OR 03
          STATISTICAL SYSTEM          ..... PF4 OR 04
          PRODUCER CODE SYSTEM          ..... PF5 OR 05
          ... NO SELECTION ...          ..... PF6 OR 06
          AUDIT & CLAIMS SYSTEM          ..... PF7 OR 07

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

          :          :
          DEPRESS PFKEY OR ENTER PROCESSING OPTION
```

The TE140 - C.A.R. STATISTICAL SYSTEM screen (exhibit VIII-B-2) appears.

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**B. ACCESS TO APPLICATION (CONTINUED)**

Exhibit VIII-B-2

```
TE140MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
TE140SA          C.A.R. STATISTICAL SYSTEM                    03:21:40

                COMPANY NUMBER ..... ____

STAT POLICY HISTORIES          ..... PF2 OR 02
RULE 29 RMV INQUIRIES         ..... PF3 OR 03
.....NO SELECTION.....       ..... PF4 OR 04
STATISTICAL CORRECTIONS       ..... PF5 OR 05
STATISTICAL LOOKUPS           ..... PF6 OR 06
NON-POLK VIN MAINTENANCE      ..... PF7 OR 07
POLICY PRODUCER CODE CORRECTIONS ..... PF8 OR 08

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

                :           :

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

At this screen,

- 1) Enter your company number and
- 2) Select PF5

If the company code is valid for your User Id, you will gain access to the Statistical Correction System.

The SC100 - STAT ERROR CORRECTIONS MENU screen appears (exhibit VIII-B-3).

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

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B. ACCESS TO APPLICATION (CONTINUED)

Exhibit VIII-B-3

SC100MN	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014
SC100SA	STATISTICAL ERROR CORRECTIONS	11:15:30
	MENU SELECTIONS	
	SELECT SHIPMENTS .....	PF2 OR 02
	SELECT POLICIES .....	PF3 OR 03
	REVIEW ERROR HISTORY FILE .....	PF4 OR 04
	REVIEW COMPANY PENDING .....	PF5 OR 05
	REVIEW COMPANY SUMMARY .....	PF6 OR 06
	REVIEW C.A.R. MESSAGES 04/13 .....	PF7 OR 07
	EXIT STATISTICAL CORRECTIONS .....	PF12 OR 12
	DEPRESS PFKEY OR ENTER PROCESSING OPTION	
	: :	
PF1/01 - HELP		PF12/12 - EXIT

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CHAPTER VIII - STATISTICAL CORRECTIONS

C. ACCESSING YOUR DATA

You can access your data in two ways to view, correct, or bypass it:

- 1) Select Shipments
- 2) Select Policies

1. Select Shipments

This option allows you to view, correct, or bypass all records within a specific shipment. That is, if you submitted a private passenger liability premium shipment on June 4, 2014 then CAR generates a shipment key for that one shipment. You then perform actions against that one shipment, such as bypassing records, entering corrections, or viewing summary information.

To access your data by shipment from the SC100 - MENU SELECTIONS screen (exhibit VIII-C-1),

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

Exhibit VIII-C-1

```
SC100MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC100SA          STATISTICAL ERROR CORRECTIONS             11:15:30
                  MENU SELECTIONS

                SELECT SHIPMENTS          ..... PF2 OR 02
                SELECT POLICIES           ..... PF3 OR 03
                REVIEW ERROR HISTORY FILE  ..... PF4 OR 04
                REVIEW COMPANY PENDING     ..... PF5 OR 05
                REVIEW COMPANY SUMMARY     ..... PF6 OR 06
                REVIEW C.A.R. MESSAGES 05/19 ..... PF7 OR 07

                EXIT STATISTICAL CORRECTIONS ..... PF12 OR 12

                DEPRESS PFKEY OR ENTER PROCESSING OPTION
                :
                :

PF1/01 - HELP                                PF12/12 - EXIT
```

The SC120 – SELECT SHIPMENT TO PROCESS screen (exhibit VIII-C-2) appears. (This screen displays up to 10 shipments on one screen).

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CHAPTER VIII - STATISTICAL CORRECTIONS

C. ACCESSING YOUR DATA (CONTINUED)

1. Select Shipments (continued)

Exhibit VIII-C-2

```

SC120PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014
SC120SA                STATISTICAL ERROR CORRECTIONS                11:15:30
                        SELECT SHIPMENT TO PROCESS                PAGE 1

```

SHIPMENT	DUE DATE MM/DD/YY	ACTG MM/YY	TOT RECS	V ONLY	INVALIDS	BYPASS	ERROR %
_ 99920140315011	05/28/14	01/14	16	0	7	0	43.75
_ 99920140315012	05/28/14	01/14	32	0	27	1	84.37
_ 99920140315021	05/28/14	01/14	11	0	3	0	27.27
_ 99920140315022	05/28/14	01/14	27	2	23	0	77.77
_ 99920140315031	05/28/14	01/14	13	0	8	0	61.53
_ 99920140315032	05/28/14	01/14	29	0	26	2	89.65
_ 99920140315041	05/28/14	01/14	19	0	15	0	78.94
_ 99920140315042	05/28/14	01/14	33	0	29	2	87.87
_ 99920140315061	05/28/14	01/14	17	0	8	0	47.05
_ 99920140315062	05/28/14	01/14	31	0	22	0	70.96

```

ENTER 'X' BESIDE SELECTION - THEN DEPRESS PFKEY OR ENTER PROCESSING OPTION
FIRST PAGE OF ELIGIBLE SHIPMENTS - PAGE FORWARD
PF1/01 - HELP PANEL                : __ :                PF2/02 - ERROR SUMMARY
PF3/03 - BYPASS FILE                PF4/04 - PROCESS FILE    PF5/05 - REVIEW PENDING
PF7/07 - PAGE BACKWARD              PF8/08 - PAGE FORWARD    PF12/12 - RETURN TO MENU

```

Each unique "SHIPMENT" number is comprised of:

- the company number (positions 1-3)
- receipt date of the shipment (positions 4-11)
- module number (positions 12-13)
- sequence number (position 14)

The SC120 screen displays summary information for each file available for correction; these include the due date for corrections, accounting month, general totals and error percentages.

To select any of the functions noted at the bottom of each screen,

- 1) **Tab to the shipment you want to process.**
- 2) **Mark an "X" beside that shipment.**
- 3) **Select the appropriate function key or tab to the option field, input the function, and hit ENTER.**

Please reference section E-1 of this chapter for procedures on inputting corrections.

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CHAPTER VIII - STATISTICAL CORRECTIONS

C. ACCESSING YOUR DATA (CONTINUED)

2. Select Policies

This option allows you to view or correct all records within a specific policy number. That is, if you submitted multiple lines of business in different accounting months for the same policy number, CAR organizes and retrieves the data for that one policy number. You then perform actions against that one policy, such as entering corrections or viewing summary information.

To access your data by policy number from the SC100 - MENU SELECTIONS screen (exhibit VIII-C-3),

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

Exhibit VIII-C-3

SC100MN	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014
SC100SA	STATISTICAL ERROR CORRECTIONS	11:15:30
	MENU SELECTIONS	
	SELECT SHIPMENTS .....	PF2 OR 02
	<b>SELECT POLICIES</b> .....	<b>PF3 OR 03</b>
	REVIEW ERROR HISTORY FILE .....	PF4 OR 04
	REVIEW COMPANY PENDING .....	PF5 OR 05
	REVIEW COMPANY SUMMARY .....	PF6 OR 06
	REVIEW C.A.R. MESSAGES 07/10 .....	PF7 OR 07
	EXIT STATISTICAL CORRECTIONS .....	PF12 OR 12
	DEPRESS PFKEY OR ENTER PROCESSING OPTION	
	: :	
PF1/01 - HELP		PF12/12 - EXIT

The SC110 – SELECT POLICY TO PROCESS screen appears (exhibit VIII-C-4).

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CHAPTER VIII - STATISTICAL CORRECTIONS

C. ACCESSING YOUR DATA (CONTINUED)

2. Select Policies (continued)

Exhibit VIII-C-4

```
SC110PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014
SC110SA                STATISTICAL ERROR CORRECTIONS                11:15:30
                        SELECT POLICY TO PROCESS

                        EFF YR: _____ POLICY: _____

ENTER 'X' BESIDE ONE OF THE FOLLOWING AND THEN HIT ENTER/PF KEY:

PREMIUM RECORDS: _          LOSS RECORDS: _

ENTER DESIRED POLICY OR HIT PF2 FOR A LIST

PF1/01 - HELP PANEL          : _ :          PF2/02 - BROWSE POLICIES
PF4/04 - SELECT              : _ :          PF12/12 - RETURN TO MENU
```

From this screen, you can choose either a specific policy number to view or you can browse the file in effective year, policy number order.

To select a specific policy -

- 1) **Input the policy number and effective year.**
- 2) **Enter an "X" next to premium or loss records.**
- 3) **Select PF4 or tab to the option field, type "04", and hit ENTER.**

The SC150 - SELECT PROCESSING TYPE screen appears (exhibit VIII-C-5).

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CHAPTER VIII - STATISTICAL CORRECTIONS

C. ACCESSING YOUR DATA (CONTINUED)

2. Select Policies (continued)

Exhibit VIII-C-5

```
SC150MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC150SA          STATISTICAL ERROR CORRECTIONS              11:15:30
                  SELECT PROCESSING TYPE

POLICY:         1256489

                SUMMARY OF ERRORS          ..... PF2 OR 02
                BYPASS CORRECTIONS         ..... PF3 OR 03
                ENTER CORRECTIONS          ..... PF4 OR 04
                VIEW PENDING CORRECTIONS   ..... PF5 OR 05

                EXIT TO SELECTION MENU     ..... PF12 OR 12

                DEPRESS PF KEY OR ENTER PROCESSING OPTION
                :   _   :
```

*Although it appears you can view summary of errors and bypass corrections, you actually can't. Within the policy select function, you may enter corrections only or view pending corrections. To perform the other functions, you need to access the data by select shipment.*

Please reference section E-2 of this chapter for procedures on inputting corrections by policy and section F for procedures to view pending corrections.

To browse all policies on the file, from the SC110 screen -

- 1) **Leave all fields blank or input an effective year to start from.**
- 2) **Select PF2 or tab to the option field, type "02", and hit ENTER.**

The SC115 - SELECT POLICY TO PROCESS screen (exhibit VIII-C-6) appears.

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CHAPTER VIII - STATISTICAL CORRECTIONS

C. ACCESSING YOUR DATA (CONTINUED)

2. Select Policies (continued)

Exhibit VIII-C-6

```

SC115PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014
SC115SA                STATISTICAL ERROR CORRECTIONS                11:15:30
                        SELECT POLICY TO PROCESS                PAGE 1

      BEGIN SEARCH WITH EFFECTIVE YEAR: 2014  POLICY: 123456

      POLICY              YEAR  PREMS  LOSSES              POLICY              YEAR  PREMS  LOSSES
=====
- - 123456                2014 00000  00001  - - 123465                2014 00000  00002
- - 123457                2014 00000  00001  - - 123466                2014 00000  00002
- - 123458                2014 00000  00002  - - 123467                2014 00000  00002
- - 123459                2014 00000  00002  - - 123468                2014 00000  00004
- - 123460                2014 00000  00002  - - 123469                2014 00000  00002
- - 123461                2014 00000  00001  - - 123470                2014 00000  00002
- - 123462                2014 00000  00001  - - 123471                2014 00000  00001
- - 123463                2014 00000  00002  - - 123472                2014 00000  00001
- - 123464                2014 00000  00002  - - 123473                2014 00000  00001

      ENTER 'L' FOR LOSSES OR 'P' FOR PREMIUMS BESIDE SELECTION - THEN HIT PF KEY
      FIRST PAGE OF ELIGIBLE POLICIES - PAGE FORWARD
PF1/01 - HELP PANEL                :  :                PF4/04 - SELECT POLICY
PF7/07 - PAGE BACKWARD            PF8/08 - PAGE FORWARD            PF12/12 - RETURN

```

- 1) Mark a "P" or an "L" (for premium/loss) beside the policy you wish to correct.
- 2) Select PF4 or tab to the option field, type "04", and hit ENTER.

You can also input a starting policy number and policy effective year to begin your search. Simply input those fields and then hit ENTER. The system will start you at the selected criteria.

After marking a "P" or an "L" next to a record and selecting PF4, the SC150 - SELECT PROCESSING TYPE screen appears (exhibit VIII-C-5).

Please reference section E of this chapter for procedures to input corrections and section F to view pending corrections.

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D. BYPASSING DATA

Bypass means to "skip over" records. You would use this function when you:

- are not processing corrections against an entire shipment.
- processed some corrections against a shipment and will be making no more.
- are not processing corrections against an individual record.

For example, you could bypass records that you plan to correct by submitting offset/reenter records. Once you have bypassed a shipment or a record, it is no longer available for correction.

1. Bypassing an entire shipment

You may bypass a shipment or bypass the remaining (uncorrected) records in a shipment from the SC120 - SELECT SHIPMENT TO PROCESS (exhibit VIII-D-1).

Exhibit VIII-D-1

SHIPMENT	DUE DATE MM/DD/YY	ACTG MM/YY	TOT RECS	V ONLY	INVALIDS	BYPASS	ERROR %
_ 99920140423041	06/29/14	03/14	2084	1	14	0	0.62
_ 99920140423051	06/29/14	03/14	5417	54	88	0	0.63
X 99920140423061	06/29/14	03/14	2997	24	31	0	0.23
_ 99920140423071	06/29/14	03/14	8707	99	219	0	1.38
_ 99920140423081	06/29/14	03/14	4420	2	24	0	0.50
_ 99920140505011	07/06/14	04/14	235	0	5	0	2.13
_ 99920140505012	07/06/14	04/14	37880	1	376	1	0.99
_ 99920140505021	07/06/14	04/14	174	2	4	0	1.15
_ 99920140505022	07/06/14	04/14	34469	8	330	0	0.93
_ 99920140505031	07/06/14	04/14	251	0	4	0	1.59

ENTER 'X' BESIDE SELECTION - THEN DEPRESS PFKEY OR ENTER PROCESSING OPTION  
 FIRST PAGE OF ELIGIBLE SHIPMENTS - PAGE FORWARD  
 PF1/01 - HELP PANEL : \_ : PF2/02 - ERROR SUMMARY  
 PF2/02 - BYPASS SHIPMENT MENU PF8/08 PAGE FORWARD  
 PF5/05 - HELP PANEL

- 1) Mark an "X" next to the shipment you wish to bypass.
- 2) Select PF3 or tab to the option field, type "03", and hit ENTER.

The SC350PR/SC300SA - BYPASS SHIPMENT screen appears (exhibit VIII-D-2).

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CHAPTER VIII - STATISTICAL CORRECTIONS

D. BYPASSING DATA (CONTINUED)

1. Bypassing an entire shipment (continued)

Exhibit VIII-D-2

```
SC350PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC300SA          STATISTICAL ERROR CORRECTIONS              11:15:30
ACTG(MM/YYYY): 01/2014          BYPASS SHIPMENT
SHIPMENT: 99920140423061
DUE DATE(MM/DD/YYYY): 06/29/2014

WARNING - 5% TOLERANCE LEVEL WILL NOT BE SATISFIED IF SHIPMENT IS BYPASSED

REASON - EXPLANATION
  01 - NUMBER OF ERROR RECORDS WITHIN SHIPMENT IS LESS THAN 5%
  * 02 - OFFSET CORRECTION RECORDS INCLUDED IN FUTURE SUBMISSION
  * 03 - ERROR RECORDS WITHIN SHIPMENT WILL BE VALIDATED BY A RE-EDIT
  * 04 - MAJORITY OF ERROR RECORDS ARE VERIFICATION ONLY RECORDS
  * 05 - OTHER
  * ==> THIS REQUIRES A LETTER OF EXPLANATION TO YOUR C.A.R. ANALYST

          ENTER REASON CODE FROM ABOVE SELECTIONS
                    THEN
          ENTER PFKEY/OPTION  ___

PF1/01 - HELP          PF3/03 - APPLY BYPASS          PF12/12 - EXIT BYPASS
```

To apply the bypass -

- 1) Type in the explanation code at the REASON CODE field.
- 2) Select PF3 or tab to the option field, type "03", hit "ENTER".

*Upon completion, the system automatically returns to SC120 - STAT ERROR CORRECTIONS.*

Upon bypassing a shipment, you should send a letter of explanation to your Data Analyst. In turn, your Data Analyst will verify that you carry out the indicated corrective actions. If you do not, penalties could result. The letter of explanation is located on C.A.R.'s internet under Manuals, Statistical Edit Package, Over 5% Statistical Explanation. Please note, if you are correcting errors via offsets/reenter records, you must correctly submit them in a monthly accounting shipment no more than **three** accounting months after the original shipment in order to avoid a relist and a penalty.

*Note: when you bypass an entire shipment, the Verification-Only records are included in the Bypass Shipment function.*

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D. BYPASSING DATA (CONTINUED)

2. Bypassing an individual record

You may bypass individual records, versus an entire shipment, from the SC150, SC200SA/SB, SC425SA/SB and SC500 screens.

The procedure for bypassing individual records from the SC150, SC200SA/SB, and SC500 screens is the same. From the SC120 screen,

- 1) **Mark an "X" next to the shipment you want to bypass.**
- 2) **Select PF4 or tab to the option field, type "04", and hit ENTER.**

The SC125 - STAT ERROR CORRECTIONS - SUMMARY screen appears (exhibit VIII-D-3).

Exhibit VIII-D-3

SC125PR	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014
SC125SA	STAT ERROR CORRECTIONS - PREMIUM SUMMARY	09:44:45
ACTG(MM/YYYY): 03/2014	SELECT ERROR CODE(S) TO PROCESS	
SHIPMENT: 99920140513011		
_ S01 CLASS	0 _ S15 ANN MILE CODE	0 _ S43 DISCOUNT CODE 0
_ S02 POLICY	0 _ S16 RK TY/RT DEP	0 _ S45 CID/PROD CODE 0
_ S03 PREM DATES	0 _ S17 PREMIUM TOWN	0 _ S46 PRODUCER CODE 0
_ S04 EXPOSURE	0 _ S19 MEDPYLIM/CLS	0 _ S47 HITHFT/X RSK 0
_ S05 EXP/SIGN AGRE	0 _ S20 ZIP CODE	1 _ S48 POL BRD CVG 0
_ S06 ZERO PREM CLS	0 _ S21 AGE/SYM/MDYR	0 _ S49 VEH IDENT NO 0
_ S07 BI PREM LIMIT	0 _ S22 REGULAT 1-78	0 _ S50 CONT COV DIS 0
_ S08 PD PREM LIMIT	0 _ S23 ANTITHFT DIS	0 _ S51 LOW FREQ DIS 0
_ S09 OTC COV PREM	0 _ S26 ANN ST LOB	0 _ S54 TERRORISM COV 0
_ S10 COLL COV PREM	0 _ S27 ZONE RAT CODE	0 _ V52 PREM EXP VER 0
_ S11 OTC COVERAGE	0 _ S28 NOFLT DEDUCT	0 =====
_ S12 COLL COVERAGE	0 _ S29 VALUE CODE	0 S ERROR RECORDS 1
_ S13 RATNG ID CODE	0 _ S30 PAS RESTRNT	0 S ERR ABOVE 5% 0
_ S14 RATNG MOD FAC	0 _ S41 NONZERO PREM	0 S ERR EXPOSURE 12
	0 _ S42 LIMIT ID CODE	0 S ERR DOLLARS 222
NOTE: ACCEPTABLE ERROR % OF	1.61	
SELECT ERROR(S) WITH 'X' - OR LEAVE SCREEN BLANK FOR ALL - ENTER PFKEY/OPTION		
PF4/4 -SELECT RECORDS	: _ :	PF12/12 - EXIT TO MENU

- 1) **Mark an "X" next to the error code you want to process.**
- 2) **Select PF4 or tab to the option field, type "04", and hit ENTER.**

The SC150 - SELECT PROCESSING TYPE screen appears (exhibit VIII-D-4).

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CHAPTER VIII - STATISTICAL CORRECTIONS

D. BYPASSING DATA (CONTINUED)

2. Bypassing an individual record (continued)

Exhibit VIII-D-4

```

SC150MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC150SA          STATISTICAL ERROR CORRECTIONS              09:53:23
                  SELECT PROCESSING TYPE

ACTG(MM/YYYY): 03/2014
SHIPMENT: 99920140513011

SUMMARY OF ERRORS          ..... PF2 OR 02
BYPASS CORRECTIONS        ..... PF3 OR 03
ENTER CORRECTIONS         ..... PF4 OR 04
VIEW PENDING CORRECTIONS  ..... PF5 OR 05

EXIT TO SELECTION MENU    ..... PF12 OR 12

DEPRESS PFKEY OR ENTER PROCESSING OPTION
:  _  :

```

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

The SC300SB - Bypass Records screen appears (exhibit VIII-D-5).

Exhibit VIII-D-5

```

SC300PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC300SB          STAT ERROR CORRECTIONS - BYPASS RECORDS    09:54:41
ACTG(MM/YYYY): 03/2014 PRIVATE PASSENGER LIABILITY PREMIUMS  PAGE 1
SHIPMENT: 99920140513011
  2793 S ERROR RECORDS MAY BE BYPASSED
  TRANS #  POLICY ID          EFFECT          ERROR CODES
  -----
- 0069264  222248331          09/12  S04
- 0069265  222248331          09/12  S04
- 0069266  222248331          09/12  S04
- 0069269  222397764          03/12  S43 S49
- 0069270  222397764          03/12  S43 S49
- 0069297  222103002          11/12  S08
- 0069298  222103002          11/12  S07
- 0069301  222135367          04/12  S04 S43
- 0069302  222135367          04/12  S43
- 0069303  222135367          04/12  S43

ENTER 'X' BESIDE SELECTED RECORD - THEN ENTER PFKEY/OPTION
PF1/01 - HELP PANEL          :  _  :          PF2/02 - ERROR SUMMARY
PF3/03 - APPLY BYPASS        PF4/04 - CORRECT RECORDS    PF5/05 - REVIEW PENDING
PF7/07 - PAGE BACKWARD      PF8/08 - PAGE FORWARD      PF12/12 - EXIT BYPASS

```

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CHAPTER VIII - STATISTICAL CORRECTIONS

**D. BYPASSING DATA (CONTINUED)**

2. Bypassing an individual record (continued)

- 2) Mark an "X" next to the record you wish to bypass.
- 3) Select PF3 or tab to the option field, type "03", hit ENTER.

The message: "RECORD WAS SUCCESSFULLY BYPASSED" appears.

*Notes: You cannot bypass verification-only records (errors V50, V51, V52) individually.  
You may bypass only one record at a time.*

The Data Operations Department can "undo" bypass switches; however, this ability is limited to removing the switches for all bypassed records within a shipment (rather than individual records). That is, if you bypassed too many records so that you cannot reduce your errors to below 5%, then CAR can reset the entire shipment so you can perform further corrections.

To bypass a record from the SC425SA/SB or SC450SA/SB (exhibit VIII-D-8) screen,

Exhibit VIII-D-8

```

SC425SA  SUBLINE: 621  CAR STATISTICAL ERROR CORRECTIONS          06/25/2014
ACTG(MM/YYYY): 05/2014 PRIVATE PASSENGER LIABILITY PREMIUMS      10:08:19
SHIPMENT: 99920140604011
POL TRN POL C R ANL L LIMITS U U ANN P DCL
TX EFF EFF EXP PRM A S LIN I N N MIL MODL R ICF
TP M/YY M/YY M/YY TWN R K BUS CLASS D BI PD MED I D CDE YEAR C SDD PRODCD
=====
12 7/12 5/13 7/13 703 8 1 192 110199 3 06 07 00 04 04 1953 B
POL# 222294461 EXP 4- BI PRM 60- PD PRM 74-
VIN# B3AG122426 ZIP 02171 RAT DEP
TRANS ERROR POSITION CORRECT VALUE DESCRIPTION
0951742 S04 004 1. TRANSACTION TYPE
S04 011 ./.. TRANS EFFECTIVE DATE
S04 014 ./.. POLICY EXPIRATION DATE
S04 030 ..... CLASS
S04 081 ..... EXPOSURE

NO MORE ERRORS TO SCROLL
PF1/01 - HELP PANEL PF3/03 - BYPASS RECORD ENTER OPTION : ___ :
PF4/04 - PROCESS RECORD PF5/05 - PREVIOUS ERROR PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD PF11/11 - STAT LOOKUP MENU PF12/12- EXIT
    
```

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CHAPTER VIII - STATISTICAL CORRECTIONS

**D. BYPASSING DATA (CONTINUED)**

2. Bypassing an individual record (continued)

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

The SC425SA/SB - ERROR CORRECTIONS screen re-appears but the function keys differ (exhibit VIII-D-9).

Exhibit VIII-D-9

At this point, you can apply or cancel the bypass. To apply the bypass,

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

To cancel the bypass,

- 1) **Select PF9 or tab to the option field, type "09", and hit ENTER.**

Upon applying the bypass, the next record automatically appears for correction. Upon canceling the bypass, the same record re-appears for correction.

```

SC425SA  SUBLINE: 621  CAR STATISTICAL ERROR CORRECTIONS          06/25/2014
ACTG(MM/YYYY): 05/2014 PRIVATE PASSENGER LIABILITY PREMIUMS      10:09:27
SHIPMENT: 99920140604011
POL TRN POL C R ANL L LIMITS U U ANN P DCL
TX EFF EFF EXP PRM A S LIN I N N MIL MODL R ICF
TP M/YY M/YY M/YY TWN R K BUS CLASS D BI PD MED I D CDE YEAR C SDD PRODCD
=====
12 7/12 5/13 7/13 703 8 1 192 110199 3 06 07 00 04 04 1953 B
POL# 222294461 EXP 4- BI PRM 60- PD PRM 74-
VIN# B3AG122426 ZIP 02171 RAT DEP
TRANS ERROR POSITION CORRECT VALUE DESCRIPTION
0951742 S04 004 1. TRANSACTION TYPE
S04 011 ./.. TRANS EFFECTIVE DATE
S04 014 ./.. POLICY EXPIRATION DATE
S04 030 ..... CLASS
S04 081 ..... EXPOSURE

ENTER OPTION : _ :
PF1/01 - HELP PANEL PF3/03 - CONFIRM BYPASS
PF9/09 = CANCEL BYPASS PF12/12 = EXIT- CANCEL BYPASS
    
```

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CHAPTER VIII - STATISTICAL CORRECTIONS

E. ENTERING CORRECTIONS BY SHIPMENT

At the SC100 - MENU SELECTIONS screen (exhibit VIII-E-1),

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

Exhibit VIII-E-1

```

SC100MN                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014
SC100SA                STATISTICAL ERROR CORRECTIONS                11:15:30
                        MENU SELECTIONS

SELECT SHIPMENTS      ..... PF2 OR 02
SELECT POLICIES        ..... PF3 OR 03
REVIEW ERROR HISTORY  ..... PF4 OR 04
REVIEW COMPANY PENDING ..... PF5 OR 05
REVIEW COMPANY SUMMARY ..... PF6 OR 06
REVIEW C.A.R. MESSAGES 03/14 ..... PF7 OR 07

EXIT STATISTICAL CORRECTIONS ..... PF12 OR 12

DEPRESS PFKEY OR ENTER PROCESSING OPTION
:
:

```

The SC120 - SELECT SHIPMENT TO PROCESS (exhibit VIII-E-2) screen appears. (This screen displays up to 10 shipments on one screen).

Exhibit VIII-E-2

```

SC120PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014
SC120SA                STATISTICAL ERROR CORRECTIONS                11:15:30
                        SELECT SHIPMENT TO PROCESS                PAGE 1

SHIPMENT              DUE DATE  ACTG
MM/DD/YY             MM/YY      TOT RECS  V ONLY  INVALIDS  BYPASS  ERROR %
-----
_ 99920140315011 05/28/14 01/14          16      0        7        0  43.75
_ 99920140315012 05/28/14 01/14          32      0       27        1  84.37
_ 99920140315021 05/28/14 01/14          11      0        3        0  27.27
_ 99920140315022 05/28/14 01/14          27      2       23        0  77.77
x 99920140315031 05/28/14 01/14          13      0        8        0  61.53
_ 99920140315032 05/28/14 01/14          29      0       26        2  89.65
_ 99920140315041 05/28/14 01/14          19      0       15        0  78.94
_ 99920140315042 05/28/14 01/14          33      0       29        2  87.87
_ 99920140315141 05/28/14 01/14          17      0        8        0  47.05
_ 99920140315142 05/28/14 01/14          31      0       22        0  70.96

ENTER 'X' BESIDE SELECTION - THEN DEPRESS PFKEY OR ENTER PROCESSING OPTION
FIRST PAGE OF ELIGIBLE SHIPMENTS - PAGE FORWARD
PF1/01 - HELP PANEL                : _ :                PF2/02 - ERROR SUMMARY
PF3/03 - BYPASS FILE                PF4/04 - PROCESS FILE  PF5/05 - REVIEW PENDING
PF7/07 - PAGE BACKWARD              PF8/08 - PAGE FORWARD  PF12/12 - RETURN TO MENU

```

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CHAPTER VIII - STATISTICAL CORRECTIONS

E. ENTERING CORRECTIONS BY SHIPMENT (CONTINUED)

- 3) Tab to the shipment you want to process.
- 4) Mark an "X" beside that shipment.
- 5) Select PF4 or tab to the option field, type "04" and hit ENTER.

After a short time, the SC125SA/SB - SELECT ERROR CODE TO PROCESS screen appears (exhibit VIII-E-3). For a more detailed explanation about the information displayed on this screen refer to Section G-2.

Exhibit VIII-E-3

```

SC125PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014
SC125SA                STAT ERROR CORRECTIONS - PREMIUM SUMMARY                11:17:57
ACTG(MM/YYYY): 04/2014  SELECT ERROR CODE(S) TO PROCESS
SHIPMENT: 99920140506021
  _ S01 CLASS                0  _ S15 ANN MILE CODE                0  _ S43 DISCOUNT CODE                64
  _ S02 POLICY                0  _ S16 RK TY/RT DEP                289  _ S45 CID/PROD CODE                72
  _ S03 PREM DATES            1  _ S17 PREMIUM TOWN                0  _ S46 PRODUCER CODE                15
  _ S04 EXPOSURE              0  _ S19 MEDPYLIM/CLS                0  _ S47 HITHFT/X RSK                0
  _ S05 EXP/SIGN AGRE         16  _ S20 ZIP CODE                    0  _ S48 POL BRD CVG                 0
  _ S06 ZERO PREM CLS         0  _ S21 AGE/SYM/MDYR                0  _ S49 VEH IDENT NO                476
  _ S07 BI PREM LIMIT         0  _ S22 REGULAT 1-78                0  _ S50 CONT COV DIS                0
  _ S08 PD PREM LIMIT         0  _ S23 ANTITHFT DIS                0  _ S51 LOW FREQ DIS                0
  _ S09 OTC COV PREM          0  _ S26 ANN ST LOB                  0  _ S54 TERRORISM COV              0
  _ S10 COLL COV PREM         0  _ S27 ZONE RAT CODE                0  _ V52 PREM EXP VER                6
  _ S11 OTC COVERAGE          0  _ S28 NOFLT DEDUCT                0  =====
  _ S12 COLL COVERAGE         0  _ S29 VALUE CODE                  0  S ERROR RECORDS                  889
  _ S13 RATNG ID CODE         0  _ S30 PAS RESTRNT                0  S ERR ABOVE 5%                   0
  _ S14 RATNG MOD FAC         0  _ S41 NONZERO PREM                0  S ERR EXPOSURE                   3841
  _ S14 RATNG MOD FAC         0  _ S42 LIMIT ID CODE                0  S ERR DOLLARS                    12168
NOTE: ACCEPTABLE ERROR % OF .85
PF4=SELECT ERROR RECORDS' - OR LEAVE; SCREEN; BLANK FOR ALL; ENTER KEY TO MENU

```

- 6) Mark an "X" next to the error code you wish to correct or mark no error codes in order to retrieve all errors. If you select no specific error code, only "S" errors become available for correction. If you want to correct "V" errors, mark that error code.
- 7) Select PF4 or tab to the option field, type "04", hit ENTER.

The SC150 - SELECT PROCESSING TYPE screen (exhibit VIII-E-4) appears.

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CHAPTER VIII - STATISTICAL CORRECTIONS

E. ENTERING CORRECTIONS BY SHIPMENT (CONTINUED)

Exhibit VIII-E-4

```
SC150MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC150SA          STATISTICAL ERROR CORRECTIONS          11:15:30
                  SELECT PROCESSING TYPE

ACTG(MM/YYYY): 01/2014
SHIPMENT: 99920140315023

SUMMARY OF ERRORS          ..... PF2 OR 02
BYPASS CORRECTIONS        ..... PF3 OR 03
ENTER CORRECTIONS        ..... PF4 OR 04
VIEW PENDING CORRECTIONS  ..... PF5 OR 05

EXIT TO SELECTION MENU    ..... PF12 OR 12

DEPRESS PFKEY OR ENTER PROCESSING OPTION
:  _  :
```

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

The SC400SA - STATISTICAL ERROR CORRECTIONS screen appears (exhibit VIII-E-5).

Exhibit VIII-E-5

```
SC400PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC400SA          STATISTICAL ERROR CORRECTIONS          11:15:30
ACTG(MM/YYYY): 01/2014          PRIVATE PASSENGER NO-FAULT PREMIUMS
SHIPMENT: 99920140315023          EFFEC
TRANS #          POLICY ID          MM/YY          ERROR CODES
=====
_ 0002886 9856211111          01/14 02 49
_ 0002887 9856221111          01/14 02 49
X 0002888 9856222111          01/14 02
_ 0002890 9856231111          01/14 02 05 26 49
_ 0002892 9856241111          01/14 02 46 49

ONE PAGE OF SELECTION - NO SCROLLING
ENTER 'X' BESIDE SELECTED RECORD - THEN ENTER PFKEY/OPTION
PF1/01 - HELP PANEL          :  _  :
PF4/04 - SINGLE CORRECT      PF7/07 - PAGE BACKWARD      PF4/04 - POLICY HISTORY
PF5/05 - MULTIPLE CORRECT    PF8/08 - PAGE FORWARD      PF12/12 - EXIT TO MENU
```

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CHAPTER VIII - STATISTICAL CORRECTIONS

E. ENTERING CORRECTIONS BY SHIPMENT (CONTINUED)

- 9) Tab to the record you wish to correct.
- 10) Mark the record with an "X".
- 11) Select PF4 or tab to the option field, type "04", and hit ENTER.

The SC425 - PREMIUM CORRECTION screen or the SC450 - LOSS CORRECTION screen appears (exhibit VIII-E-6).

Exhibit VIII-E-6

```

SC450SA  SUBLINE: 625  CAR STATISTICAL ERROR CORRECTIONS 06/25/2014
ACTG(MM/YYYY): 04/2014  PRIVATE PASSENGER NO-FAULT LOSSES 10:32:18
SHIPMENT: 99920140506061
POL  ACCI  C R ANL  C D ACC ANN  C C P D C L TY
TX EFF  DENT  PRM A S LIN  O E DNT MIL MODL M G R I C F OF
TP M/YY M/DD/YY TWN R K BUS CLASS  V D TWN CDE YEAR T P C S D D LS CC PRODCD
=====
26 &/10 2/21/11 602 8 1 191 110198 1 01 2008 1 1 A 45 0
POL# 222316938 CLAIM# 679000143237201 LOSS AMT -4000
VIN# 4T1BG22K6VU166372 ZIP 02149
TRANS  ERROR POSITION  CORRECT VALUE  DESCRIPTION
0815680  S49 051  ....  MODEL YEAR
          S49 030  .....  CLASS
          S49 131  .....  VEHICLE IDENTIFICATION NO

NO MORE ERRORS TO SCROLL
PF1/01 - HELP          PF3/03 - BYPASS RECORD ENTER PFKEY/OPTION : __ :
PF4/04 - PROCESS RECORD PF5/05 - PREVIOUS ERROR      PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD   PF11/11 - STAT LOOKUP MENU  PF12/12 - EXIT

```

Each screen displays only one detail record.

Grids appear for each possible invalid data element for each error code. Accordingly, the same data element may appear multiple times.

If a record has multiple errors, it is likely that one screen cannot display all the errors and grids. In this case, the message "MORE ERRORS TO SCROLL" appears. Use PF6 to scroll forward to next error to display all errors.

- 12) Tab to the data element(s) you wish to correct.
- 13) Type in the new data element(s).
- 14) Select PF4 or tab to the option field, type "04", and hit ENTER.

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CHAPTER VIII - STATISTICAL CORRECTIONS

E. ENTERING CORRECTIONS BY SHIPMENT (CONTINUED)

At this point, the system is processing your correction(s) through the 54 statistical edits. After completing the initial processing, the system returns the message:

STATUS AFTER EDITING IS:

If the correction you coded is valid, the message will finish with "ERROR FREE" (see exhibit VIII-E-7). If the correction is invalid, the message will finish with an error such as, "S01" (see exhibit VIII-E-8).

Exhibit VIII-E-7

```

SC450SA  SUBLINE: 625  CAR STATISTICAL ERROR CORRECTIONS          06/25/2014
ACTG(MM/YYYY): 04/2014 PRIVATE PASSENGER NO-FAULT LOSSES          10:33:57
SHIPMENT: 99920140506061
POL  ACCI      C R ANL      C  D ACC ANN      C C P D C L TY
TX EFF  DENT  PRM A S LIN      O  E DNT MIL MODL M G R I C F OF
TP M/YY M/DD/YY TWN R K BUS CLASS  V  D TWN CDE YEAR T P C S D D LS CC PRODCD
=====
26 &/10 2/21/11 602 8 1 191 110198 1 01      2008 1 1  A    45  0
POL#  222316938      CLAIM#  679000143237201      LOSS AMT      -4000
VIN#  4T1BG22K6VU166372 ZIP 02149
TRANS      ERROR POSITION      CORRECT VALUE      DESCRIPTION
0815680      S49      051      1997      MODEL YEAR
           S49      030      .....      CLASS
           S49      131      .....      VEHICLE IDENTIFICATION NO

STATUS AFTER EDITING IS : ERROR FREE

ENTER PFKEY/OPTION : __ :
PF1/01 - HELP          PF2/02 - REDO CORRECTION(S)  PF3/03 - BYPASS
PF4/04 - APPLY CORRECTIONS  PF8/08 - NEXT RECORD        PF12/12- EXIT

```

Exhibit VIII-E-8

```

SC450SA  SUBLINE: 625  CAR STATISTICAL ERROR CORRECTIONS          06/25/2014
ACTG(MM/YYYY): 04/2014 PRIVATE PASSENGER NO-FAULT LOSSES          10:36:00
SHIPMENT: 99920140506061
POL  ACCI      C R ANL      C  D ACC ANN      C C P D C L TY
TX EFF  DENT  PRM A S LIN      O  E DNT MIL MODL M G R I C F OF
TP M/YY M/DD/YY TWN R K BUS CLASS  V  D TWN CDE YEAR T P C S D D LS CC PRODCD
=====
29 &/10 2/21/11 602 8 1 191 110198 1 01      2008 1 1  A    45  0
POL#  222316938      CLAIM#  679000143237201      LOSS AMT      -2
VIN#  4T1BG22K6VU166372 ZIP 02149
TRANS      ERROR POSITION      CORRECT VALUE      DESCRIPTION
0815681      S49      051      1997      MODEL YEAR
           S49      030      110197      CLASS
           S49      131      .....      VEHICLE IDENTIFICATION NO

STATUS AFTER EDITING IS : S01

ENTER PFKEY/OPTION : __ :
PF1/01 - HELP          PF2/02 - REDO CORRECTION(S)  PF3/03 - BYPASS
PF4/04 - APPLY CORRECTIONS  PF8/08 - NEXT RECORD        PF12/12- EXIT

```

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CHAPTER VIII - STATISTICAL CORRECTIONS

**E. ENTERING CORRECTIONS BY SHIPMENT (CONTINUED)**

After you complete this initial processing, you have two options:

1. If you want to apply the correction:

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

Once you apply a correction, the record is no longer available for further correction activity. If you processed the correction with errors, the record re-appears (with the updated field(s)) after CAR processes it through its weekly correction program. The system writes the correction records to a temporary correction file, and then updates the actual statistical records.

2. If you want to redo the correction:

**Select PF2 or tab to the option field, type "02", and hit ENTER.**

The system will allow you to type over the correction(s) you just made. You can also move on to the next record (PF6), bypass the record (PF3), or exit (PF12).

**Correction Notes:**

The box below gives you information on coding exposure, claim count and blanks.

**To indicate a value of blank, type the word "BLANK" or "BLANKS" in the grid next to the corresponding field.**

**To correct the exposure, enter an eight-position, signed value (see examples below).**

For an exposure of 12, enter "+000012".

For an exposure of -8, enter "-000008".

For an exposure of 0, enter "+0000000" or "-0000000".

**To correct claim count, enter a two-position, signed value (see examples below).**

For a claim count of 1, enter "+1".

For a claim count of -1, enter "-1".

For a claim count of 0, enter "+0" or "-0".

New errors created from a correction are not available for updates until CAR runs the batch correction program.

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CHAPTER VIII - STATISTICAL CORRECTIONS

**F. ENTERING CORRECTIONS BY POLICY NUMBER**

Within this function, you can correct individual error records or you can make a global correction within one policy number/effective year for specific error codes, a process know as multiple correct.

The single correct option allows you to process a correction to any error record within a specific policy.

The multiple correct allows you to make a single grid correction on a policy that will update all statistical records that contain the same error code within that policy.

In order to process a multiple correction against a policy, the records must meet the criteria outlined below.

- The error records must contain one of the following error codes:
  - **S02**: Policy Identification Number
  - **S15**: Annual Mileage Code
  - **S16**: Type of Risk/Rate Departure Factor
  - **S17**: Premium Town Code
  - **S20**: Zip Code
  - **S21**: Age Code/Symbol/Model Year
  - **S43**: Discount Code
  - **S46**: Producer Code
  - **S49**: Vehicle Identification Code
  
- The error records must be private passenger premium records only.

If a record does not meet both of these criteria, you should use the single correction option or the correct by shipment key option.

The multi-correct option is limited to these two criteria because the fields these error codes represent should always be the same for that policy.

Whether you use the single correct or the multi-correct option, the process for accessing the data for correction is the same.

At the SC100 - MENU SELECTIONS screen (exhibit VIII-F-1),

- 1) **Select PF3 or**
- 2) **Tab to the option field, type "03", and hit ENTER.**

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CHAPTER VIII - STATISTICAL CORRECTIONS

F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)

Exhibit VIII-F-1

```
SC100MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC100SA          STATISTICAL ERROR CORRECTIONS              11:15:30
                  MENU SELECTIONS

                SELECT SHIPMENTS          ..... PF2 OR 02
                SELECT POLICIES          ..... PF3 OR 03
                REVIEW ERROR HISTORY FILE  ..... PF4 OR 04
                REVIEW COMPANY PENDING    ..... PF5 OR 05
                REVIEW COMPANY SUMMARY    ..... PF6 OR 06
                REVIEW C.A.R. MESSAGES 09/01 ..... PF7 OR 07

                EXIT STATISTICAL CORRECTIONS ..... PF12 OR 12

                DEPRESS PFKEY OR ENTER PROCESSING OPTION
                :
                :
```

The SC110 - SELECT POLICY TO PROCESS (exhibit VIII-F-2) screen appears.

Exhibit VIII-F-2

```
SC110PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC110SA          STATISTICAL ERROR CORRECTIONS              11:15:30
                  SELECT POLICY TO PROCESS

                EFF YR: _____ POLICY: _____

                ENTER 'X' BESIDE ONE OF THE FOLLOWING AND THEN HIT ENTER/PF KEY:

                PREMIUM RECORDS: _          LOSS RECORDS: _

                ENTER DESIRED POLICY OR HIT PF2 FOR A LIST

                PF1/01 - HELP PANEL          : _ :          PF2/02 - BROWSE POLICIES
                PF4/04 - SELECT              : _ :          PF12/12 - RETURN TO MENU
```

If you are unsure of the policy number or effective year, you can browse the file. Please reference section C-2: ACCESSING YOUR DATA (pages 7-8).

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CHAPTER VIII - STATISTICAL CORRECTIONS

**F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)**

To access and correct all records with a specific policy number,

- 3) **Input the policy number and effective year.**
- 4) **Mark an "X" next to premium or loss records.**
- 5) **Select PF4 tab to the option field, type "04", and hit ENTER.**

The SC150 - SELECT PROCESSING TYPE screen appears (exhibit VIII-F-3).

Exhibit VIII-F-3

```
SC150MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC150SA          STATISTICAL ERROR CORRECTIONS              11:15:30
                  SELECT PROCESSING TYPE

POLICY:         546987125ACD123

SUMMARY OF ERRORS          ..... PF2 OR 02
BYPASS CORRECTIONS        ..... PF3 OR 03
ENTER CORRECTIONS      ..... PF4 OR 04
VIEW PENDING CORRECTIONS  ..... PF5 OR 05

EXIT TO SELECTION MENU    ..... PF12 OR 12

DEPRESS PFKEY OR ENTER PROCESSING OPTION
:  _  :
```

*Although it appears you can view summary of errors and bypass corrections, you actually can't. Within the policy select function, you may only enter corrections or view pending corrections. To perform the other functions, you need to access the data by select shipment.*

- 6) **Select PF4 to enter corrections or**
- 7) **Tab to the option field, type "04" and hit ENTER.**

The SC400 - POLICY ID CORRECTION screen appears (exhibit VIII-F-4).

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CHAPTER VIII - STATISTICAL CORRECTIONS

F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)

Exhibit VIII-F-4

```
SC400PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/20014
SC400SA          STATISTICAL ERROR CORRECTIONS          11:15:30
                  POLICY ID: N569852
                  EFEC
TRANS #          SHIPMENT          MM/YY          ERROR CODES
-----
_ 0000062 99920140315011 01/14 02 16
X 0000103 99920140315021 01/14 02 16 31

          ONE PAGE OF SELECTION - NO SCROLLING
          ENTER 'X' BESIDE SELECTED RECORD - THEN ENTER PFKEY/OPTION
PF1/01 - HELP PANEL          : _ :
PF4/04 - SINGLE CORRECT      PF7/07 - PAGE BACKWARD      PF10/10 - POLICY HISTORY
PF5/05 - MULTIPLE CORRECT    PF8/08 - PAGE FORWARD      PF12/12 - EXIT TO MENU
```

To process a single correction against a record,

- 1) **Tab to the record you wish to correct.**
- 2) **Mark the record with an "X".**
- 3) **Select PF4 or tab to the option field, type "04", and hit ENTER.**

To process a multiple correction against all eligible records on this policy,

- 1) **Tab to the record you wish to correct.**
- 2) **Mark the record with an "X".**
- 3) **Select PF5 or tab to the option field, type "05", and hit ENTER.**

*SINGLE CORRECTION*

If you are processing a single correction against an individual record, either the SC425 - PREMIUM CORRECTION screen or the SC450 - LOSS CORRECTION screen appears (exhibit VIII-F-5).

Unlike correcting your data by shipment, when you select a policy, the system provides you with all errors at one time, including verification errors. There is no extra step to select a specific error code or a verification error.

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CHAPTER VIII - STATISTICAL CORRECTIONS

F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)

Exhibit VIII-F-5

```

SC450SA  SUBLINE: 625  CAR STATISTICAL ERROR CORRECTIONS  06/25/2014
                                           POLICY ID: N569852  11:15:30

      POL  ACCI      C R ANL      C  D ACCI ANN      C C P D  TY
TX EFF  DENT  PRM A S LIN      O  E DENT MIL  MODL M G R I  OF
TP M/YY M/DD/YY  TWN R K BUS CLASS  V  D TOWN CDE  YEAR T P C S  LS CC PRODCD
=====
21 1/05 1/28/05 618 0 1 191 048330 1 01  200 100  2014 4 0 0 9  24 0 2701
SHP# 99920140315072  CLAIM# 96321658      LOSS AMT      807
VIN# 1C4GP64L8TB140629  ZIP CDE 01752
      TRANS      ERROR POSITION  CORRECT VALUE      DESCRIPTION
0005136          S01      030      .....      CLASS
          S32      099      .....      CLAIM ID NUMBER
          S46      061      .....      PRODUCER CODE

                                NO MORE ERRORS TO SCROLL
PF1/01 - HELP                    PF3/03 - BYPASS RECORD  ENTER PFKEY/OPTION  : __ :
PF4/04 - PROCESS RECORD          PF5/05 - PREVIOUS ERROR  PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD            PF11/11 - STAT LOOKUP MENU  PF12/12 - EXIT

```

Each screen displays only one detail record.

Grids appear for each possible invalid data element for each error code. Accordingly, the same data element may appear multiple times.

If a record has multiple errors, it is likely that one screen cannot display all the errors and grids. In this case, the message "MORE ERRORS TO SCROLL" appears. Use PF6 to scroll forward to next error to display all errors.

- 1) Tab to the data element(s) you wish to correct.
- 2) Type in the new data element(s).
- 3) Select PF4 or tab to the option field, type "04", and hit ENTER.

At this point, the system is processing your correction(s) through the 52 statistical edits. After completing the initial processing, the system returns the message:

STATUS AFTER EDITING IS:

If the correction you coded is valid, the message will finish with "ERROR FREE" (see exhibit VIII-F-6). If the correction is invalid, the message will finish with an error such as, "S05" (see exhibit VIII-F-7).

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CHAPTER VIII - STATISTICAL CORRECTIONS

F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)

Exhibit VIII-F-6

```

SC425SA  SUBLINE: 621  CAR STATISTICAL ERROR CORRECTIONS          06/25/2014
                                           POLICY-ID 222248331          10:42:25

POL TRN POL      C R ANL      L LIMITS  U  U ANN      P DCL
TX EFF EFF EXP PRM A S LIN      I      N  N MIL MODL R ICF
TP M/YY M/YY M/YY TWN R K BUS CLASS D BI PD MED I D CDE YEAR C SDD  PRODCD
=====
12 9/12 6/13 9/13 002 8 3 192 110199 3 07 07 05 04 04      2001  A
SHP# 99920140506011 EXP      6 BI PRM      176 PD PRM      142
VIN# 1HGCF86641A087226 ZIP 02301      RAT DEP
TRANS      ERROR POSITION      CORRECT VALUE      DESCRIPTION
0069264      S04      004      1.      TRANSACTION TYPE
              S04      011      ./..      TRANS EFFECTIVE DATE
              S04      014      ./..      POLICY EXPIRATION DATE
              S04      030      .....      CLASS
              S04      081      +0000003      EXPOSURE

STATUS AFTER EDITING IS : ERROR FREE

PF2/02 - REDO CORRECTION(S)          ENTER OPTION : ___ :
PF4/04 - APPLY CORRECTIONS          PF3/03 - BYPASS
PF8/08 - NEXT RECORD                PF12/12- EXIT

```

Exhibit VIII-E-7

```

SC425SA  SUBLINE: 621  CAR STATISTICAL ERROR CORRECTIONS          06/25/2014
                                           POLICY-ID 222248331          10:43:38

POL TRN POL      C R ANL      L LIMITS  U  U ANN      P DCL
TX EFF EFF EXP PRM A S LIN      I      N  N MIL MODL R ICF
TP M/YY M/YY M/YY TWN R K BUS CLASS D BI PD MED I D CDE YEAR C SDD  PRODCD
=====
12 9/12 6/13 9/13 002 8 3 192 110199 3 07 07 05 04 04      2001  A
SHP# 99920140506011 EXP      6 BI PRM      176 PD PRM      142
VIN# 1HGCF86641A087226 ZIP 02301      RAT DEP
TRANS      ERROR POSITION      CORRECT VALUE      DESCRIPTION
0069264      S04      004      1.      TRANSACTION TYPE
              S04      011      ./..      TRANS EFFECTIVE DATE
              S04      014      ./..      POLICY EXPIRATION DATE
              S04      030      .....      CLASS
              S04      081      -0000003      EXPOSURE

STATUS AFTER EDITING IS : S05

PF2/02 - REDO CORRECTION(S)          ENTER OPTION : ___ :
PF4/04 - APPLY CORRECTIONS          PF3/03 - BYPASS
PF8/08 - NEXT RECORD                PF12/12- EXIT

```

After you complete this initial processing, you have two options:

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CHAPTER VIII - STATISTICAL CORRECTIONS

**F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)**

a. If you want to apply the correction:

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

Once you apply a correction, the record is no longer available for further correction activity. If you processed the correction with errors, the record re-appears (with the updated field(s)) after CAR processes it through its weekly correction program. The system writes the correction records to a temporary correction file, and then updates the actual statistical records.

b. If you want to redo the correction:

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

The system will allow you to type over the correction(s) you just made. You can also move on to the next record (PF6), bypass the record (PF3), or exit (PF12).

*MULTIPLE CORRECTION*

If you are processing a multiple correction against a policy, select PF5 from the SC400 screen; the SC475 - MULTI-RECORD CORRECTION screen appears (exhibit VIII-F-8).

Unlike correcting your data by shipment, when you select a policy, the system provides you with all errors at one time, including verification errors. There is no extra step to select a specific error code or a verification error.

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CHAPTER VIII - STATISTICAL CORRECTIONS

F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)

Exhibit VIII-F-8

```

SC475SA  SUBLINE: 621  CAR STATISTICAL MULTI-RECORD CORRECTIONS  06/25/2014
                                POLICY-ID 222135367                                02:27:26

      POL TRN POL      C R ANL          LIMITS      U  U ANN      C P DCL
TX EFF  EFF  EXP  PRM A S LIN          N  N MIL MODL G R ICF
TP M/YY M/YY M/YY TWN R K BUS CLASS BI PD MED  I  D CDE YEAR P C SDD  PRODCD
=====
12 4/12 4/12 4/13 313 8 1 192 110101 00 07 00  00 00      2014 1  9
SHP#  999320140506011  EXP      12 BI PRM      0 PD PRM      37
VIN#  1ZVFT80N365157445 ZIP 01923      RAT DEP      OEM
TRANS      ERROR POSITION      CORRECT VALUE      DESCRIPTION
0069302      S43      030      .....      CLASS
      S43      048      ...      ESTIMATED ANNUAL MILEAGE
      S43      057      .      DISCOUNT CODE

                                NO MORE ERRORS TO SCROLL
                                :  _  :
PF1/01 - HELP PANEL
PF4/04 - PROCESS RECORD      PF5/05 - PREV ERROR      PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD      PF11/11 - STAT LOOKUP MENU      PF12/12- EXIT
    
```

Each screen displays only one detail record.

Grids appear for each possible invalid data element for each error code. Accordingly, the same data element may appear multiple times.

If a record has multiple errors, it is likely that one screen cannot display all the errors and grids. In this case, the message "MORE ERRORS TO SCROLL" appears. Use PF6 to scroll forward to next error to display all errors.

- 1) **Tab to the data element(s) you wish to correct.**
- 2) **Type in the new data element(s).**
- 3) **Select PF4 or tab to the option field, type "04", and hit ENTER.**

At this point, the system is processing your correction(s) through the 52 statistical edits. After completing the initial processing, the system returns the message:

STATUS AFTER EDITING IS:

If the correction you coded is valid, the message will finish with "ERROR FREE" (see exhibit VIII-F-9). If the correction is invalid, the message will finish with an error such as, "S46" (see exhibit VIII-F-10).

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CHAPTER VIII - STATISTICAL CORRECTIONS

F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)

Exhibit VIII-F-9

```

SC475SA  SUBLINE: 621  CAR STATISTICAL MULTI-RECORD CORRECTIONS  06/25/2014
                                POLICY-ID S1756                                11:15:30

POL  TRN  POL      C R ANL      LIMITS  U  U ANN      C P D
TX EFF  EFF  EXP  PRM A S LIN      N  N MIL MODL G R I
TP M/YY M/YY M/YY TWN R K BUS CLASS  BI PD MED  I  D CDE YEAR P C S  PRODCD
=====
11 1/05 1/05 1/06 819 4 1 192 110100 00  2 00  00 03 000 2005 1 0 9  107552
SHP#  99920140315011  EXP  12 BI PRM      0 PD PRM      100
VIN#  WPOAA292XPS820147  ZIP 02126  RAT DEP 100
TRANS      ERROR POSITION  CORRECT VALUE      DESCRIPTION
0000467      S02      115      51756      POLICY ID
              S46      061      007552      PRODUCER CODE

STATUS AFTER EDITING IS : ERROR FREE
PF1/01 - HELP PANEL      :  _  :
PF2/02 - REDO CORRECTION(S)
PF4/04 - APPLY CORRECTIONS  PF8/08 - NEXT RECORD      PF12/12- EXIT

```

Exhibit VIII-F-10

```

SC475SA  SUBLINE: 621  CAR STATISTICAL MULTI-RECORD CORRECTIONS  11/01/2014
                                POLICY-ID S2756                                11:15:30

POL  TRN  POL      C R ANL      LIMITS  U  U ANN      C P D
TX EFF  EFF  EXP  PRM A S LIN      N  N MIL MODL G R I
TP M/YY M/YY M/YY TWN R K BUS CLASS  BI PD MED  I  D CDE YEAR P C S  PRODCD
=====
11 1/05 1/05 1/06 819 4 1 192 110100 00  02 00  00 03 000 2005 1 0 9  107552
SHP#  99920140315011  EXP  12 BI PRM      0 PD PRM      100
VIN#  WPOAA292XPS820147  ZIP 02126  RAT DEP 100
TRANS      ERROR POSITION  CORRECT VALUE      DESCRIPTION
0000467      S02      115      51756      POLICY ID
              S46      061      007552      PRODUCER CODE

STATUS AFTER EDITING IS : S46
PF1/01 - HELP PANEL      :  _  :
PF2/02 - REDO CORRECTION(S)
PF4/04 - APPLY CORRECTIONS  PF8/08 - NEXT RECORD      PF12/12- EXIT

```

After you complete this initial processing, you have two options:

**F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)**

a. If you want to apply the correction:

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

Once you apply a correction, the records are no longer available for further correction activity. If you processed the correction with errors, the record re-appears (with the updated field(s)) after CAR processes it through its weekly correction program. The system writes the correction records to a temporary correction file, and then updates the actual statistical records.

b. If you want to redo the correction:

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

The system will allow you to type over the correction(s) you just made. You can also move on to the next record (PF6) or exit (PF12).

As mentioned previously, the multi-record correction option includes only certain error codes. These are S02, S15, S16, S17, S21, S43, S46, and S49. When you process a grid correction against one of these error codes, the system will apply the correction to every record that contains that error code within the policy.

Upon applying the correction, the system returns a message indicating the number of records the system applied the correction (exhibit VIII-F-11).

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CHAPTER VIII - STATISTICAL CORRECTIONS

F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)

Exhibit VIII-F-11

```

SC475SA  SUBLINE: 621  CAR STATISTICAL MULTI-RECORD CORRECTIONS  06/25/2014
                                POLICY-ID S2756                                11:15:30

      POL TRN POL      C R ANL          LIMITS  U  U ANN      C P D
TX EFF  EFF  EXP  PRM A S LIN          N  N MIL  MODL G R I
TP M/YY M/YY M/YY TWN R K BUS CLASS  BI PD MED  I  D CDE  YEAR P C S  PRODCD
=====
11 1/05 1/05 1/06 819 4 1 192 110100 00 02 00  00 03 000 2005 1 0 9  107552
SHP# 99920140315011 EXP      12 BI PRM          0 PD PRM          100
VIN# WPOAA292XPS820147 ZIP 02126  RAT DEP 100
      TRANS      ERROR POSITION      CORRECT VALUE      DESCRIPTION
0000467          S02      115      51756          POLICY ID
          S46      061      007552          PRODUCER CODE

APPLIED CORRECTIONS TO      7 RECORD(S)
                             :  _  :
PF8/08 - NEXT RECORD
PF12/12- EXIT
    
```

Once you apply the correction, you cannot access any of the records that received that correction activity; they will reside on the pending file until CAR processes the corrections.

In some instances, a record may contain an error code that is not a multi-correct eligible error code while also containing error codes that are eligible for the multi-correct process. While using the multi-correct option, you can correct errors that are not eligible for the multi-correct. However, the correction will apply to only that one record. The example outlined below clarifies this point.

- Policy AB12345 has seven records in error.
- All seven records have an S46 producer code error.
- Five of the seven records have an S04 exposure error.

*You select a record that contains both the S04 and S46 error codes and apply a grid correction to fix both error codes. Upon applying the correction, the system returns the message: "APPLIED CORRECTIONS TO 7 RECORDS."*

*The system, in turn, will change the producer code on all seven records, but will change the exposure on just the one record you corrected. You will be able to correct the remaining S04 errors on the other four policies once CAR applies the producer code corrections as part of its weekly job stream.*

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CHAPTER VIII - STATISTICAL CORRECTIONS

F. ENTERING CORRECTIONS BY POLICY NUMBER (CONTINUED)

Correction Notes:

The box below gives you information on coding exposure, claim count and blanks.

**To indicate a value of blank, type the word "BLANK" or "BLANKS" in the grid next to the corresponding field.**

**To correct the exposure, enter an eight-position, signed value (see examples below).**

For an exposure of 12, enter "+000012".

For an exposure of -8, enter "-000008".

For an exposure of 0, enter "+0000000" or "-0000000".

**To correct claim count, enter a two-position, signed value (see examples below).**

For a claim count of 1, enter "+1".

For a claim count of -1, enter "-1".

For a claim count of 0, enter "+0" or "-0".

New errors created from a correction are not available for updates until CAR runs the batch correction program.

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CHAPTER VIII - STATISTICAL CORRECTIONS

**G. VIEWING THE ERROR SUMMARY**

You can choose from two different error summary types: 1) provides an overall summary for all shipments combined, or 2) provides a summary for a specific shipment.

1. Overall Error Summary

After you type in your company code number, the SC100 - Menu Selections screen appears (exhibit VIII-G-1).

Exhibit VIII-G-1

```
SC100MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC100SA          STATISTICAL ERROR CORRECTIONS              11:15:30
                  MENU SELECTIONS

SELECT SHIPMENTS          ..... PF2 OR 02
SELECT POLICIES           ..... PF3 OR 03
REVIEW ERROR HISTROY FILE ..... PF4 OR 04
REVIEW COMPNAY PENDING    ..... PF5 OR 05
REVIEW COMPANY SUMMARY ..... PF6 OR 14
REVIEW C.A.R. MESSAGES 03/14 ..... PF7 OR 07

EXIT STATISTICAL CORRECTIONS ..... PF12 OR 12

DEPRESS PFKEY OR ENTER PROCESSING OPTION
:
:

PF1/01 - HELP                                PF12/12 - EXIT
```

**1) Select PF6 or tab to the option field, type "14", and hit ENTER.**

The SC250 - COMPANY SUMMARY screen appears (exhibit VIII-G-2); this screen shows you the number of errors per error code and the overall percent of statistical errors.

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CHAPTER VIII - STATISTICAL CORRECTIONS

G. VIEWING THE ERROR SUMMARY (CONTINUED)

1. Overall Error Summary (continued)

Exhibit VIII-G-2

SC250PR		COMMONWEALTH AUTOMOBILE REINSURERS		06/25/2014
SC250SA		STAT ERROR CORRECTIONS - COMPANY SUMMARY		10:17:10
COMPANY: 999		S19 MEDPAYLIM/CLAS	2	S38 CVG/LOSS TYPE 142
S01 CLASS	147	S20 ZIP CODE	17	S39 CATASTROPHE 0
S02 POLICY	0	S21 AGE/SYM/MOD YR	1	S40 TX/SUBLN/LOSS 0
S03 PREM DATES	10	S22 REGULATE 1-78	0	S41 NON ZERO PREM 0
S04 EXPOSURE	2170	S23 ANTITHEFT DIS	0	S42 LIMITS ID CDE 0
S05 EXP/SIGN AGREE	98	S24 COVERAGE	165	S43 DISCOUNT CODE 2442
S06 ZERO PREM CLAS	0	S25 NOFLT LOSS AMT	0	S44 PARTIAL IND 0
S07 BI PREM LIMITS	351	S26 ANN STAT LOB	0	S45 CID/PROD CODE 922
S08 PD PREM LIMITS	506	S27 ZONE RAT CODE	0	S46 PRODUCER CODE 160
S09 OTC COV PREM	0	S28 NOFLT DEDUCT	0	S47 HITHEFT/XRSK 41
S10 COLL COV PREM	0	S29 VALUE CODE	1	S48 POL BROAD CVG 0
S11 OTC COVERAGE	0	S30 PAS RESTRAINT	1	S49 VEH IDENT NUM 6262
S12 COLL COVERAGE	5	S31 CLAIM COUNT	0	S50 CONT COV DISC 0
S13 RATING ID CODE	0	S32 CLAIM ID	0	S51 LOW FREQ DISC 0
S14 RATING MOD FAC	0	S33 ACCDT TOWN	0	S54 TERRORISM CDE 0
S15 ANN MILE CODE	0	S34 LOSS DATES	0	V50 PHY DAM LOSS 109
S16 RK TYP/RAT DEP	2106	S35 TYPE OF LOSS	0	V51 ALLC LOSS ADJ 79
S17 PREMIUM TOWN	4	S36 LIAB LOSS AMT	21	V52 PREM EXP VER 388
S18 LIAB LIMITS	4	S37 TYPE CLAIMANT	0	*TOTAL PERCENT 1.00 %
PF1/01 - HELP PANEL		: _ :		PF12/12 - RETURN TO MENU

2. Specific Summary By Shipment Key

To view the error summary for a specific shipment key you must be in the "Select Shipment" option from the SC100 - Menu Selections menu (exhibit VIII-G-3).

Exhibit VIII-G-3

SC100MN		COMMONWEALTH AUTOMOBILE REINSURERS		06/25/2014
SC100SA		STATISTICAL ERROR CORRECTIONS		11:15:30
		MENU SELECTIONS		
		<b>SELECT SHIPMENTS</b>	.....	<b>PF2 OR 02</b>
		SELECT POLICIES	.....	PF3 OR 03
		REVIEW ERROR HISTORY FILE	.....	PF4 OR 04
		REVIEW COMPANY PENDING	.....	PF5 OR 05
		REVIEW COMPANY SUMMARY	.....	PF6 OR 14
		REVIEW C.A.R. MESSAGES 07/10	.....	PF7 OR 07
		EXIT STATISTICAL CORRECTIONS	.....	PF12 OR 12
		DEPRESS PFKEY OR ENTER PROCESSING OPTION		
		:	:	
		PF1/01 - HELP		PF12/12 - EXIT

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CHAPTER VIII - STATISTICAL CORRECTIONS

G. VIEWING THE ERROR SUMMARY (CONTINUED)

2. Specific Summary By Shipment Key (continued)

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

The SC120 - SELECT SHIPMENT TO PROCESS (exhibit VIII-G-4) screen appears. (This screen displays up to 10 shipments on one screen).

Exhibit VIII-G-4

```
SC120PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/20014
SC120SA                STATISTICAL ERROR CORRECTIONS                11:15:30
                        SELECT SHIPMENT TO PROCESS                PAGE 1
      DUE DATE  ACTG
      SHIPMENT  MM/DD/YY  MM/YY  TOT RECS  V ONLY  INVALIDS  BYPASS  ERROR %
=====
X 99920140315011 05/28/14 01/14      16      0      7      0  43.75
_ 99920140315012 05/28/14 01/14      32      0     27      1  84.37
_ 99920140315021 05/28/14 01/14      11      0      3      0  27.27
_ 99920140315022 05/28/14 01/14      27      2     23      0  77.77
_ 99920140315031 05/28/14 01/14      13      0      8      0  61.53
_ 99920140315032 05/28/14 01/14      29      0     26      2  89.65
_ 99920140315041 05/28/14 01/14      19      0     15      0  78.94
_ 99920140315042 05/28/14 01/14      33      0     29      2  87.87
_ 99920140315141 05/28/14 01/14      17      0      8      0  47.05
_ 99920140315142 05/28/14 01/14      31      0     22      0  70.96

      ENTER 'X' BESIDE SELECTION - THEN DEPRESS PFKEY OR ENTER PROCESSING OPTION
      FIRST PAGE OF ELIGIBLE SHIPMENTS - PAGE FORWARD
PF1/01 - HELP PANEL                : _ :                PF2/02 - ERROR SUMMARY
PF3/03 - BYPASS FILE                PF4/04 - PROCESS FILE    PF5/05 - REVIEW PENDING
PF7/07 - PAGE BACKWARD              PF8/08 - PAGE FORWARD    PF12/12 - RETURN TO MENU
```

- 2) **Tab to the shipment for the error summary you want to view.**
- 3) **Mark an "X" next to that shipment.**
- 4) **Select PF2 or tab to the option field, type "02", and hit ENTER.**

The SC200SA/SB screen - Premium/Loss summary appears (exhibit VIII-G-5).

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CHAPTER VIII - STATISTICAL CORRECTIONS

G. VIEWING THE ERROR SUMMARY (CONTINUED)

2. Specific Summary By Shipment Key (continued)

Exhibit VIII-G-5

```
SC200PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC200SA          STAT ERROR CORRECTIONS - PREMIUM SUMMARY          10:19:27
ACTG(MM/YYYY): 04/2014      PRIVATE PASSENGER LIABILITY
SHIPMENT: 99920140605011
S01 CLASS          0  S15 ANN MILE CODE          0  S43 DISCOUNT CODE          1
S02 POLICY          0  S16 RK TYP/RAT DEP          0  S45 CID/PROD CODE          0
S03 PREM DATES      0  S17 PREMIUM TOWN           0  S46 PRODUCER CODE          0
S04 EXPOSURE         0  S19 MEDPAYLIM/CLAS         0  S47 HITHEFT/X RSK          0
S05 EXP/SIGN AGREE   0  S20 ZIP CODE                0  S48 POL BROAD CVG          0
S06 ZERO PREM CLAS  0  S21 AGE/SYM/MOD YR          0  S49 VEH IDENT NUM          3
S07 BI PREM LIMITS  0  S22 REGULATE 1-78           0  S50 CONT COV DISC          0
S08 PD PREM LIMITS  0  S23 ANTITHEFT DIS           0  S51 LOW FREQ DISC          0
S09 OTC COV PREM     0  S26 ANN STATE LOB           0  S54 TERRORISM COV          0
S10 COLL COV PREM    0  S27 ZONE RAT CODE           0  V52 PREM EXP VER           0
S11 OTC COVERAGE     0  S28 NOFLT DEDUCT            0  =====
S12 COLL COVERAGE   0  S29 VALUE CODE              0  S ERROR RECORDS            3
S13 RATING ID CDE    0  S30 PAS RESTRAINT           0  S ERR ABOVE 5%             1
S14 RATING MOD FAC   0  S41 NON ZERO PREM           0  S ERR EXPOSURE             -12
                                S42 LIMITS ID CDE           0  S ERR DOLLAR                162
WARNING: UNACCEPTABLE ERROR % OF 5.55 WITH AN ACCEPTABLE TOLERANCE LEVEL
ENTER PFKEY/OPTION : ___ :
PF1/01 HELP PANEL                                PF12/12 RETURN TO MENU
```

This screen provides -

- record totals for each error code
- total error record count
- number of records above the 5% tolerance
- an overall error percentage
- acceptable or unacceptable tolerance

*Notes: the ERROR RECORDS count equals the number of records in error not the sum of errors within each error code (some records have multiple errors) and the error percent calculation excludes verification-only records.*

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CHAPTER VIII - STATISTICAL CORRECTIONS

H. VIEWING PENDING CORRECTIONS

This function displays the status (either corrected or bypassed) for each record or each shipment key you have performed activity against.

The correction system uses a pending file because CAR processes corrections weekly, not immediately. This option provides a way to monitor your correction and bypass activity in the interim.

1. Viewing pending activity for individual records

To view the pending activity for a specific shipment key, you must be in the "Select Shipment" option from the SC100 - Menu Selections menu (exhibit VIII-H-1).

Exhibit VIII-H-1

```
SC100MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC100SA          STATISTICAL ERROR CORRECTIONS           11:15:30
                  MENU SELECTIONS

                SELECT SHIPMENTS          ..... PF2 OR 02
                SELECT POLICIES            ..... PF3 OR 03
                REVIEW ERROR HISTORY FILE  ..... PF4 OR 04
                REVIEW COMPANY PENDING     ..... PF5 OR 05
                REVIEW COMPANY SUMMARY     ..... PF6 OR 06
                REVIEW C.A.R. MESSAGES 03/14 ..... PF7 OR 07

                EXIT STATISTICAL CORRECTIONS ..... PF12 OR 12

                DEPRESS PFKEY OR ENTER PROCESSING OPTION
                :
                :

PF1/01 - HELP                                PF12/12 - EXIT
```

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

The SC120 - SELECT SHIPMENT TO PROCESS screen (exhibit VIII-H-2) appears. (This screen displays up to 10 shipments on one screen).

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CHAPTER VIII - STATISTICAL CORRECTIONS

H. VIEWING PENDING CORRECTIONS (CONTINUED)

1. Viewing pending activity for individual records (continued)

Exhibit VIII-H-2

SC120PR		COMMONWEALTH AUTOMOBILE REINSURERS					06/25/2014	
SC120SA		STATISTICAL ERROR CORRECTIONS					11:15:30	
		SELECT SHIPMENT TO PROCESS					PAGE 1	
SHIPMENT	DUE DATE	ACTG	TOT RECS	V ONLY	INVALIDS	BYPASS	ERROR %	
	MM/DD/YY	MM/YY						
<b>X</b> 99920140315011	05/28/14	01/14	16	0	7	0	43.75	
- 99920140315012	05/28/14	01/14	32	0	27	1	84.37	
- 99920140315021	05/28/14	01/14	11	0	3	0	27.27	
- 99920140315022	05/28/14	01/14	27	2	23	0	77.77	
- 99920140315031	05/28/03	01/14	13	0	8	0	61.53	
- 99920140315032	05/28/14	01/14	29	0	26	2	89.65	
- 99920140315041	05/28/14	01/14	19	0	15	0	78.94	
- 99920140315042	05/28/14	01/14	33	0	29	2	87.87	
- 99920140315141	05/28/14	01/14	17	0	8	0	47.05	
- 99920140315142	05/28/14	01/14	31	0	22	0	70.96	

ENTER 'X' BESIDE SELECTION - THEN DEPRESS PFKEY OR ENTER PROCESSING OPTION  
FIRST PAGE OF ELIGIBLE SHIPMENTS - PAGE FORWARD

PF1/01 - HELP PANEL	:	___	:	PF2/02 - ERROR SUMMARY
PF3/03 - BYPASS FILE		<b>PF4/04 - PROCESS FILE</b>		PF5/05 - REVIEW PENDING
PF7/07 - PAGE BACKWARD		PF8/08 - PAGE FORWARD		PF12/12 - RETURN TO MENU

- 1) **Tab to the shipment you want to review.**
- 2) **Mark an "X" next to that shipment.**
- 3) **Select PF5 or tab to the option field, type "05", and hit ENTER.**

The SC500 - PENDING ACTIVITY screen appears (exhibit VIII-H-3).

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CHAPTER VIII - STATISTICAL CORRECTIONS

H. VIEWING PENDING CORRECTIONS (CONTINUED)

1. Viewing pending activity for individual records (continued)

Exhibit VIII-H-3

```
SC500PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/27/2014
SC500SA                STAT ERROR CORRECTIONS - PENDING ACTIVITY                10:23:15
ACTG(MM/YYYY): 05/2014 PRIVATE PASSENGER LIABILITY PREMIUMS                PAGE 01
SHIPMENT: 99920140315011

TRANS                POL EFF
SERIAL  POLICY NUMBER    MM/YY  ERROR CODES REMAINING
C 0530353  3275695A          04/14  VALID
C 0530354  3275695A          04/14  VALID
C 0530355  3275695A          04/14  VALID
C 0530356  3275695A          04/14  VALID
C 0530357  3275695A          04/14  VALID
C 0530358  3275695A          04/14  VALID
C 0530359  3275695A          04/14  VALID
C 0530360  3275695A          04/14  VALID
C 0530401  32890191          02/14  VALID
C 0530402  32890191          02/14  VALID

ENTER PFKEY/OPTION :
PF1/01 - HELP                FIRST PAGE OF INQUIRY - USE PAGE FORWARD
PF2/02 - ERROR SUMMARY        PF3/03 - BYPASS RECORDS    PF4/04 - CORRECT RECORDS
PF7/07 - PAGE BACKWARD        PF8/08 - PAGE FORWARD      PF12/12 - EXIT PENDING
```

Each screen displays up to 10 pending correction records.

A "C" indicates a pending correction record.

A "B" indicates a pending bypass record.

2. Viewing overall pending activity

From the SC100 - Menu Selection screen (exhibit VIII-H-4),

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CHAPTER VIII - STATISTICAL CORRECTIONS

H. VIEWING PENDING CORRECTIONS (CONTINUED)

2. Viewing overall pending activity (continued)

Exhibit VIII-H-4

```

SC100MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC100SA          STATISTICAL ERROR CORRECTIONS          11:15:30
                  MENU SELECTIONS

SELECT SHIPMENTS          ..... PF2 OR 02
SELECT POLICIES           ..... PF3 OR 03
REVIEW ERROR HISTORY FILE ..... PF4 OR 04
REVIEW COMPANY PENDING ..... PF5 OR 05
REVIEW COMPANY SUMMARY    ..... PF6 OR 06
REVIEW C.A.R. MESSAGES 07/10 ..... PF7 OR 07

EXIT STATISTICAL CORRECTIONS ..... PF12 OR 12

DEPRESS PFKEY OR ENTER PROCESSING OPTION
:
:

PF1/01 - HELP          PF12/12 - EXIT

```

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

The SC550 - COMPANY PENDING ACTIVITY screen appears (exhibit VIII-H-5).

Exhibit VIII-H-5

```

SC550PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC550SA          STATISTICAL ERROR CORRECTIONS          11:15:30
COMPANY 999      COMPANY PENDING ACTIVITY          PAGE: 1

DUE DATE ACCTG RECORDS      CORRECTED      BYPASSED      ERROR
SHIPMENT  MM/DD/YY MM/YY CHANGED APPLIED PENDING APPLIED PENDING %
=====
99920140315011 05/28/14 01/14      13           4           4           3           4 43.75
99920140315012 05/28/14 01/14       2            0           0          27           0 84.37
99920140315021 05/28/14 01/14      17           4           4           0           0 27.27
99920140315022 05/28/14 01/14       3            0           0           0           0 77.77
99920140315031 05/28/14 01/14      15           2           2           0           0 61.53
99920140315032 05/28/14 01/14       2            0           0          26           0 89.65
99920140315041 05/28/14 01/14       0            0           0           0           0 78.94
99920140315042 05/28/14 01/14       3            0           0           2           0 87.87
99920140315141 05/28/14 01/14       0            0           0           0           0 47.05
99920140315142 05/28/14 01/14       0            0           0           0           0 70.96

DEPRESS PFKEY OR ENTER PROCESSING OPTION
:
:
FIRST PAGE OF INQUIRY - USE PAGE FORWARD
PF1/01 - HELP  PF7/07 - PAGE BACK  PF8/08 - PAGE FORWARD  PF12/12 - EXIT

```

**H. VIEWING PENDING CORRECTIONS (CONTINUED)**

2. Viewing overall pending activity (continued)

Each screen displays up to 10 shipments.

The RECORDS CHANGED field counts the total number of corrections you applied (including corrections that validated records and those that have not).

Both the "CORRECTED" and "BYPASSED" columns reflect two sets of counts.

The "APPLIED" counter refers to corrections that processed through the batch correction program and have been applied to the specific statistical record.

The "PENDING" counter refers to those corrections that are still residing on the temporary correction file and have yet to be processed through the batch correction program.

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CHAPTER VIII - STATISTICAL CORRECTIONS

I. REVIEW PRODUCER CODES

You can access CAR's Producer Matrix File from the SC425/450 - Premium/Loss Corrections screen (exhibit VIII-I-1).

Exhibit VIII-I-1

```

SC425SA  SUBLINE: 621  CAR STATISTICAL ERROR CORRECTIONS          06/25/2014
ACTG(MM/YYYY): 04/2014 PRIVATE PASSENGER LIABILITY PREMIUMS      10:26:41
SHIPMENT: 99920140506011
POL TRN POL      C R ANL          L LIMITS      U U ANN      P DCL
TX EFF EFF EXP  PRM A S LIN      I              N N MIL MODL R ICF
TP M/YY M/YY M/YY TWN R K BUS CLASS D BI PD MED  I  D CDE YEAR C SDD  PROCD
=====
12 9/12 6/13 9/13 002 8 3 192 110199 3 07 07 05  04 04      2001  A
POL#  222248331      EXP      6 BI PRM      176 PD PRM      142
VIN#  1HGCF86641A087226 ZIP 02301      RAT DEP
TRANS      ERROR POSITION      CORRECT VALUE      DESCRIPTION
0069264      S04      004      1.      TRANSACTION TYPE
              S04      011      ./..      TRANS EFFECTIVE DATE
              S04      014      ./..      POLICY EXPIRATION DATE
              S04      030      .....      CLASS
              S04      081      .....      EXPOSURE

NO MORE ERRORS TO SCROLL
PF1/01 - HELP PANEL      PF3/03 - BYBASS RECORD      ENTER OPTION : __
:
PF4/04 - PROCESS RECORD  PF5/05 - PREVIOUS ERROR      PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD     PF11/11 - STAT LOOKUP MENU  PF12/12- EXIT

```

Select PF11 or tab to the option field, type "11", and hit ENTER.

The SC650 - STATISTICAL LOOKUP menu appears (exhibit VIII-I-2).

Exhibit VIII-I-2

```

SC650MN      COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC650SA      STATISTICAL ERROR CORRECTIONS          11:15:30
              STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
:
:
```

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CHAPTER VIII - STATISTICAL CORRECTIONS

I. REVIEW PRODUCER CODES (CONTINUED)

Select PF7 or tab to the option field, type "07" and hit ENTER.

The PM600 - COMPANY PRODUCER INQUIRY screen appears (exhibit VIII-I-3). Since you came from the SC425/450 screen, the system automatically pulls the detail information from the statistical record into the PM600 screen.

Exhibit VIII-I-3

```
PM600MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
PM600SA          PRODUCER INQUIRY SYSTEM                    11:15:30

                COMPANY CODE          999

                EFF YEAR (YYYY)      2014

OPTION 1:  PRODUCER CODE          75555_
           OR
OPTION 2:  AGENCY NAME            _____

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

RETURN TO MENU ..... PF12 OR 12

                : _ :
```

To change the producer code or effective year, type over the existing values.

Please reference Chapter VI - PRODUCER MATRIX SYSTEM for a complete description of this application.

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CHAPTER VIII - STATISTICAL CORRECTIONS

J. REVIEW CLASS CODES

You can access CAR's Class Code file from the SC425/450 - Premium/Loss Corrections screen (exhibit VIII-J-1).

Exhibit VIII-J-1

```

SC425SA  SUBLINE: 621  CAR STATISTICAL ERROR CORRECTIONS          06/25/2014
ACTG(MM/YYYY): 04/2014 PRIVATE PASSENGER LIABILITY PREMIUMS      10:26:41
SHIPMENT: 99920140506011
POL TRN POL C R ANL L LIMITS U U ANN P DCL
TX EFF EFF EXP PRM A S LIN I N N MIL MODL R ICF
TP M/YY M/YY M/YY TWN R K BUS CLASS D BI PD MED I D CDE YEAR C SDD PRODCD
-----
12 9/12 6/13 9/13 002 8 3 192 110199 3 07 07 05 04 04 2001 A
POL# 222248331 EXP 6 BI PRM 176 PD PRM 142
VIN# 1HGCF86641A087226 ZIP 02301 RAT DEP
TRANS ERROR POSITION CORRECT VALUE DESCRIPTION
0069264 S04 004 1. TRANSACTION TYPE
S04 011 ./.. TRANS EFFECTIVE DATE
S04 014 ./.. POLICY EXPIRATION DATE
S04 030 ..... CLASS
S04 081 ..... EXPOSURE

NO MORE ERRORS TO SCROLL
PF1/01 - HELP PANEL PF3/03 - BYBASS RECORD ENTER OPTION : __
:
PF4/04 - PROCESS RECORD PF5/05 - PREVIOUS ERROR PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD PF11/11 - STAT LOOKUP MENU PF12/12- EXIT

```

Select PF11 or tab to the option field, type "11", and hit ENTER.

The SC650 - STATISTICAL LOOKUP menu appears (exhibit VIII-J-2).

Exhibit VIII-J-2

```

SC650MN COMMONWEALTH AUTOMOBILE REINSURERS 06/25/2014
SC650SA STATISTICAL ERROR CORRECTIONS 11:15:30
STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
:
:

```

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CHAPTER VIII - STATISTICAL CORRECTIONS

**J. REVIEW CLASS CODES (CONTINUED)**

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

The AC300 - CLASS CODE INQUIRY screen appears (exhibit VIII-J-3). Since you came from the SC425/450 screen, the system automatically pulls the detail information from the statistical record into the AC300 screen.

Exhibit VIII-J-3

```
AC300PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
AC300SA          CLASS CODE INQUIRY SYSTEM                  11:15:30

PLEASE ENTER :

CLASS CODE      : 110100
AND/OR
CLASS TYPE      : 11

PRESS PFKEY OR TYPE OPTION AND PRESS ENTER
:  _  :

PF01/01 - HELP          PF03/03 - CLASS CODE BROWSE
PF04/04 - CLASS TYPE BROWSE  PF12/12 - EXIT
```

To change the class code or class type, simply type over the existing values and select the appropriate PF key.

Please reference Chapter XVIII - STATISTICAL LOOKUP SYSTEM for a complete description of this application.

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CHAPTER VIII - STATISTICAL CORRECTIONS

K. REVIEW CATASTROPHE CODES

You can access CAR's Catastrophe Code file from the SC425/450 - Premium/Loss Corrections screen (exhibit VIII-K-1).

Exhibit VIII-K-1

```

SC425SA      SUBLINE: 621  CAR STATISTICAL ERROR CORRECTIONS      06/25/2014
ACTG(MM/YYYY): 04/2014 PRIVATE PASSENGER LIABILITY PREMIUMS      10:26:41
SHIPMENT: 99920140506011
POL TRN POL      C R ANL      L LIMITS      U U ANN      P DCL
TX EFF EFF EXP PRM A S LIN      I      N N MIL MODL R ICF
TP M/YY M/YY M/YY TWN R K BUS CLASS D BI PD MED I D CDE YEAR C SDD PRODCD
=====
12 9/12 6/13 9/13 002 8 3 192 110199 3 07 07 05 04 04 2001 A
POL# 222248331      EXP      6 BI PRM      176 PD PRM      142
VIN# 1HGCF86641A087226 ZIP 02301      RAT DEP
TRANS      ERROR POSITION      CORRECT VALUE      DESCRIPTION
0069264      S04 004 1.      TRANSACTION TYPE
      S04 011 ./..      TRANS EFFECTIVE DATE
      S04 014 ./..      POLICY EXPIRATION DATE
      S04 030 .....      CLASS
      S04 081 .....      EXPOSURE

NO MORE ERRORS TO SCROLL
PF1/01 - HELP PANEL      PF3/03 - BYPASS RECORD      ENTER OPTION : __ :
PF4/04 - PROCESS RECORD      PF5/05 - PREVIOUS ERROR      PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD      PF11/11 - STAT LOOKUP MENU      PF12/12- EXIT

```

Select PF11 or tab to the option field, type "11", and hit ENTER.

The SC650 - STATISTICAL LOOKUP menu appears (exhibit VIII-K-2).

Exhibit VIII-K-2

```

SC650MN      COMMONWEALTH AUTOMOBILE REINSURERS      06/25/2014
SC650SA      STATISTICAL ERROR CORRECTIONS      11:15:30
              STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
              :
              :

```



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CHAPTER VIII - STATISTICAL CORRECTIONS

L. REVIEW ZIP CODE/TOWN CODE

You can access CAR's Zip Code file from the SC425/450 - Premium/Loss Corrections screen (exhibit VIII-L-1).

Exhibit VIII-L-1

```

SC450SA  SUBLINE: 618  CAR STATISTICAL ERROR CORRECTIONS 06/25/2014
ACTG(MM/YYYY): 01/2014  COMMERCIAL PHYSICAL DAMAGE LOSSES 11:15:30
SHIPMENT: 99920140315162
POL  ACCI  C R ANL  ACC  S R  A T C P R C TY
TX EFF  DENT  PRM A S LIN  DNT  Y 7 ZON G H G T I A OF
TP M/YY M/DD/YY  TWN R K BUS CLASS  COV TWN  M 8 RAT E F P L D T LS CC PRODCD
=====
23 1/05 1/26/05 512 0 1 212 011990 077 530 07 000 1 0 0 2 9 00 11 1 201031
POL# 12456794 CLAIM# 000006858001 LOSS AMT 1666
VIN# 1B7GG22X2WS637808 ZIP CDE 01060
TRANS  ERROR POSITION  CORRECT VALUE  DESCRIPTION
1996195  S38 037 ... COVERAGE
S38 087 .. TYPE OF LOSS

NO MORE ERRORS TO SCROLL
PF1/01 - HELP PF3/03 - BYPASS RECORD ENTER PFKEY/OPTION : __ :
PF4/04 - PROCESS RECORD PF5/05 - PREVIOUS ERROR PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD PF11/11 - STAT LOOKUP MENU PF12/12 - EXIT

```

The SC650 - STATISTICAL LOOKUP menu appears (exhibit VIII-L-2).

Exhibit VIII-L-2

```

SC650MN  COMMONWEALTH AUTOMOBILE REINSURERS 06/25/2014
SC650SA  STATISTICAL ERROR CORRECTIONS 11:15:30
          STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
          :
          :

```

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CHAPTER VIII - STATISTICAL CORRECTIONS

L. REVIEW ZIP CODE/TOWN CODE (CONTINUED)

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

The ZP400 - ZIP CODE INQUIRY screen appears (exhibit VIII-L-3). Since you came from the SC425/450 screen, the system automatically pulls the detail information from the statistical record into the ZP400 screen.

Exhibit VIII-L-3

```
ZP400PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
ZP400SA          ZIP CODE INQUIRY                          11:15:30

                ENTER   STATE CODE:      22
                -----

                ZIP CODE:      01060

                OR
                --

                TOWN NAME:      _____

                ENTER THE STATE CODE AND A ZIP CODE OR A TOWN NAME AND DEPRESS PF4/04

                (  _  )

PF1/01 - HELP          PF2/02 - STATE CODE LIST
PF4/04 - PROCESS      PF12/12 - EXIT TO MENU
```

To change the zip code or town name, simply type over the existing values and select the appropriate PF key.

Please reference Chapter XVIII - STATISTICAL LOOKUP SYSTEM for a complete description of this application.

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CHAPTER VIII - STATISTICAL CORRECTIONS

M. PERFORM POLK VIN EDIT

You can access the Polk VIN Edit software from the SC425/450 - Premium/Loss Corrections screen (exhibit VIII-M-1).

Exhibit VIII-M-1

```

SC425SA  SUBLINE: 611  CAR STATISTICAL ERROR CORRECTIONS 06/25/2014
ACTG(MM/YYYY): 01/2014  COMMERCIAL LIABILITY PREMIUMS 11:15:30
SHIPMENT: 99920140315093
POL TRN POL C R ANL LIMITS U U P A C P
TX EFF EFF EXP PRM A S LIN N N B ZON G G R EXP AO
TP M/YY M/YY M/YY TWN R K BUS CLASS L BI PD MD I D C RAT E P C MOD MOD PRODCD
=====
11 1/05 1/05 1/06 949 4 1 194 588300 2 13 04 04 0 000 9 2 0 122 100 012701
POL# 990080003 EXP 12 BI PRM 1,926 PD PRM 418
VIN# 1TUCCH6A7FR005087 ZIP 01532 RAT ID 1 AGR LIM
TRANS ERROR POSITION CORRECT VALUE DESCRIPTION
0173934 S49 052 . AGE CODE
S49 030 ..... CLASS
S49 131 ..... VEHICLE IDENTIFICATION NO

NO MORE ERRORS TO SCROLL
PF1/01 - HELP PANEL PF3/03 - BYPASS RECORD ENTER OPTION : ___ :
PF4/04 - PROCESS RECORD PF5/05 - PREVIOUS ERROR PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD PF11/11 - STAT LOOKUP MENU PF12/12- EXIT

```

Select PF11 or tab to the option field, type "11", and hit ENTER.

The SC650 - STATISTICAL LOOKUP menu appears (exhibit VIII-M-2).

Exhibit VIII-M-2

```

SC650MN COMMONWEALTH AUTOMOBILE REINSURERS 06/25/2014
SC650SA STATISTICAL ERROR CORRECTIONS 11:15:30
STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
:
:

PF1/01 - HELP PF12/12 - EXIT

```

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CHAPTER VIII - STATISTICAL CORRECTIONS

M. PERFORM POLK VIN EDIT (CONTINUED)

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

The VN400 - POLK PACKAGE VIN EDIT RESULTS screen appears (exhibit VIII-M-3). Since you came from the SC425/450 screen, the system automatically pulls the detail information from the statistical record into the VN400 screen.

Exhibit VIII-M-3

VN400PR	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014			
VN400SA	POLK PACKAGE VIN EDIT RESULTS	10:38:14			
ENTER VIN NUMBER	1HGCF86641A087226	YEAR	PSSV	HIGH	SYMBOL
RETURNED VIN(09-25)	_____	/AGE	RES	THEFT	YR +1 +2
ERROR STATUS(29-45)	_____	ERROR STAT(26-28)	___	VIS CODE(457)	_
VIN PATTERN (47-63)	_____	INSURANCE ID (109-114)	_____		
ENCODED DATA(65-84)	_____	TYPE(01)	_	MAKE CODE(02-06)	_____
MAKE(458-477)	_____	MODEL(478-502)	_____		
( )					
PF1/01 - HELP PANEL	PF2/02 - RETURN ORIGINAL VIN	PF3/03 - EDIT VIN NUMBER			
PF9/09 - ENCODED DATA		PF12/12 - RETURN TO MENU			

Please reference Chapter XVIII - STATISTICAL LOOKUP SYSTEM for a complete description of this application.

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CHAPTER VIII - STATISTICAL CORRECTIONS

N. NON-POLK VIN BROWSE

You can access the Non-Polk VIN browse application from the SC425/450 - Premium/Loss Corrections screen (exhibit VIII-N-1).

Exhibit VIII-N-1

```

SC425SA  SUBLINE: 611  CAR STATISTICAL ERROR CORRECTIONS          06/25/2014
ACTG(MM/YYYY): 01/2014  COMMERCIAL LIABILITY PREMIUMS          11:15:30
SHIPMENT: 99920140315093
POL TRN POL          C R ANL          LIMITS          U U P          A C P
TX EFF EFF EXP      PRM A S LIN          N N B ZON G G R EXP AO
TP M/YY M/YY M/YY TWN R K BUS CLASS  L BI PD MD  I D C RAT E P C MOD MOD PRODCD
=====
11 1/05 1/05 1/06 949 4 1 194 588300 2 13          04 04 0 000 9 2 0 122 100 012701
POL#  990080003          EXP          12 BI PRM          1,926 PD PRM          418
VIN# 1TUCCH6A7FR005087 ZIP 01532          RAT ID 1 AGR LIM
TRANS          ERROR POSITION          CORRECT VALUE          DESCRIPTION
0173934          S49          052          .          AGE CODE
          S49          030          .....          CLASS
          S49          131          .....          VEHICLE IDENTIFICATION NO

NO MORE ERRORS TO SCROLL
PF1/01 - HELP PANEL          PF3/03 - BYPASS RECORD          ENTER OPTION : ___ :
PF4/04 - PROCESS RECORD          PF5/05 - PREVIOUS ERROR          PF6/06 - NEXT ERROR
PF8/08 - NEXT RECORD          PF11/11 - STAT LOOKUP MENU          PF12/12- EXIT

```

The SC650 - STATISTICAL LOOKUP menu appears (exhibit VIII-N-2).

Exhibit VIII-N-2

```

SC650MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC650SA          STATISTICAL ERROR CORRECTIONS          11:15:30
          STATISTICAL LOOKUPS

CLASS CODES ..... PF2 OR 02
CATASTROPHE CODES ..... PF3 OR 03
ZIP CODE/TOWN CODE ..... PF4 OR 04
POLK VIN EDIT ..... PF5 OR 05
NON-POLK VIN BROWSE ..... PF6 OR 06
PRODUCER CODE ..... PF7 OR 07

PLEASE PRESS PF KEY OR TYPE OPTION AND PRESS ENTER
:          :

PF1/01 - HELP          PF12/12 - EXIT

```

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CHAPTER VIII - STATISTICAL CORRECTIONS

N. NON-POLK VIN BROWSE (CONTINUED)

Select PF6 or tab to the option field, type "14", and hit ENTER.

The VN140 - BROWSE NON POLK VIN DATABASE screen appears (exhibit VIII-N-3). Since you came from the SC425/450 screen, the system automatically pulls the detail information from the statistical record into the VN140 screen.

Exhibit VIII-N-3

```
VN140PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
VN140SA          BROWSE NON-POLK VIN DATABASE              11:15:30

                STARTING VIN NUMBER:  1TUCCH6A7FR005087

                ENTER VIN NUMBER AND HIT ENTER TO BEGIN BROWSING
                LEAVE VIN NUMBER BLANK TO START BROWSING AT THE BEGINNING OF THE FILE

                (  _  )

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

Please reference Chapter XVIII - STATISTICAL LOOKUP SYSTEM for a complete description of this application.

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CHAPTER VIII - STATISTICAL CORRECTIONS

O. REVIEW CAR MESSAGES

To select the CAR Message Board at the SC100-MENU SELECTION screen (exhibit VIII-O-1),

Exhibit VIII-O-1

```
SC100MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC100SA          STATISTICAL ERROR CORRECTIONS              11:15:30
                  MENU SELECTIONS

SELECT SHIPMENTS          ..... PF2 OR 02
SELECT POLICIES          ..... PF3 OR 03
REVIEW ERROR HISTORY FILE ..... PF4 OR 04
REVIEW COMPANY PENDING   ..... PF5 OR 05
REVIEW COMPANY SUMMARY   ..... PF6 OR 06
REVIEW C.A.R. MESSAGES 09/01 ..... PF7 OR 07

EXIT STATISTICAL CORRECTIONS ..... PF12 OR 12
```

Select PF7 or tab to the option field, type "07", and hit ENTER.

The SC850SA - MESSAGE BOARD appears (exhibit VIII-O-2).

```
SC850PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC855SA          STATISTICAL ERROR CORRECTIONS              11:15:30
                  MESSAGE BOARD
                  UPDATED: 02/15/2014

LAST CORRECTIONS RUN: 02/02/2014          NEXT SCHEDULED RUN: 02/14/2003

*****
* Welcome to the On-Line Statistical Correction System.          *
*                                                                 *
*                                                                 *
* Please contact your data analyst if you have any questions regarding the *
* On-Line Statistical Correction System.                          *
*                                                                 *
*                                                                 *
*                                                                 *
*                                                                 *
*                                                                 *
*                                                                 *
*                                                                 *
*****

: _ :
```

Exhibit VIII-O-2

Hit "ENTER" to return to the menu.

**O. REVIEW CAR MESSAGES (CONTINUED)**

*The MESSAGE BOARD provides information relative to the scheduling of the batch correction programs and special information that may impact the correction system (such as changes to edits).*

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CHAPTER VIII - STATISTICAL CORRECTIONS

P. GETTING HELP

Each screen within the statistical correction system contains a "Help" function specific to that screen. To access "Help" from any screen within the system,

**Select PF1 or tab to the option field, type "01", and hit Enter.**

A help screen appears (see example of SC120 - Select Shipments help screen: Exhibit VIII-P-1).

Exhibit VIII-P-1

```
STAT CORRECTIONS - HELP SCREEN - SC120 - SELECT SHIPMENTS

DISPLAYS ALL OF A COMPANY'S SHIPMENTS (FILES) FOR THE PURPOSE OF SELECTING A
FILE FOR PROCESSING (PF3/BYPASS & PF4/PROCESS) OR REVIEW BEFORE PROCESSING
(PF2/ERROR SUMMARY & PF5/PENDING ACTIVITY). ONCE SELECTED FOR PROCESSING - A
WORK FILE OF STATISTICAL RECORDS IS CREATED & THE CORRECTIONS MENU IS OFFERED.

"X"          - INDICATES THE SHIPMENT (FILE) SELECTED FOR FURTHER PROCESSING
SHIPMENT     - FILE IDENTIFICATION (CO/DATE RECVD/MODULE) ASSIGNED BY C.A.R.
DUE DATE    - DATE ASSIGNED BY C.A.R. FOR CORRECTIONS TO BE COMPLETED
ACCTG DATE  - DATE ASSIGNED BY C.A.R. AND COMPANY FOR ACCOUNTING (MM/YY)
TOT RECS   - TOTAL RECORDS WITHIN SHIPMENT - INCLUDES ACCEPTED & REJECTED
VONLY      - # OF RECORDS MARKED AS INVALID DUE TO VERIFICATION EDITS
INVALIDS   - # OF RECORDS MARKED AS INVALID DUE TO STATISTICAL EDITS
BYPASSED   - # OF RECORDS WITHIN A SHIPMENT REMOVED FROM CORRECTION PROCESS
ERR %      - TOLERANCE PERCENTAGE USED FOR DETERMINING PENALTY ELIGIBILITY

PF2/02 - FAST PATH TO ERROR SUMMARY      PF3/03 - TRANSFER TO BYPASS FILE
PF4/04 - TRANSFER TO PROCESS SUB MENU    PF5/05 - FAST PATH TO REVIEW PENDING
PF7/07 - REVIEW LAST 10 LINES OF DATA  PF8/08 - REVIEW NEXT 10 LINES OF DATA

PF1/01 - REVIEW C.A.R. MESSAGES          :____:      PF12/12 - EXIT HELP PANEL
```

In general, the Help screens provide brief explanations of the various PF keys and their functions.

Telecommunications Manual

CHAPTER VIII - STATISTICAL CORRECTIONS

P. GETTING HELP (CONTINUED)

Exhibit VIII-P-2

STAT CORRECTIONS - HELP SCREEN - SC425/50 - ENTER CORRECTIONS

DISPLAYS DETAIL RECORDS WITHIN THE SHIPMENT FOR THE PURPOSE OF CORRECTING THE DATA CAUSING THE RECORD TO BE IN ERROR. FOR EACH ERROR FOUND WITHIN THE DETAIL RECORD - GRID ENTRIES OF THE ASSOCIATED DATA FIELDS ARE DISPLAYED. INPUT TO AT LEAST ONE OF THESE FIELDS IS EXPECTED IN ORDER TO CORRECT THE SPECIFIC ERROR. ONCE ALL OF THE DESIRED FIELDS FOR ALL OF THE ERRORS ON THE RECORD HAVE BEEN CHANGED - PF4 IS SELECTED TO PROCESS THE NEW DATA AGAINST THE STATISTICAL EDIT PACKAGE. RESULTS OF THIS EDIT ARE SHOWN AND THE CHANGES CAN BE APPLIED (PF4) OR THE DATA CAN BE RE-ENTERED (PF2). ONCE THE CHANGES HAVE BEEN APPLIED - THE DETAIL RECORD BECOMES A 'PENDING' CORRECTION AND IS NOT OFFERED FOR FURTHER CORRECTIONS UNTIL AFTER THE NEXT BATCH CORRECTIONS RUN. IF STILL IN ERROR AT THAT TIME - THE DETAIL RECORD WILL BE MADE AVAILABLE FOR ONLINE CORRECTIONS.

- PF2/02 ..... REDO - OFFERS RECORD FOR CHANGES & RE-EDITING
- PF3/03 ..... BYPASS THE RECORD - REMOVE FROM CORRECTIONS
- PF4/04 ..... PROCESS THE RECORD - APPLY STATISTICAL EDITING
- PF4/04 ..... APPLY CORRECTION(S)- WRITE CHANGES & REMOVE FROM ONLINE
- PF5/05 ..... SCROLL BACK TO PREVIOUS ERROR OF RECORD
- PF6/06 ..... SCROLL AHEAD TO NEXT ERROR OF THE RECORD
- PF8/08 ..... SCROLL AHEAD TO NEXT RECORD FOR CORRECTION

: \_ :

PF1/01 C.A.R. MESSAGES

PF12/12 - EXIT

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CHAPTER VIII - STATISTICAL CORRECTIONS

**Q. NON-POLK VIN FILE MAINTENANCE**

To help reduce the volume of VIN errors, you can use CAR's Non-Polk VIN file which is used in the editing process. This file was created to enhance the editing of VINs and reduce statistical errors.

You should add valid VINs to the Non-Polk file that Polk does not currently maintain including:

- Exotic Makes (e.g. Ferrari and Rolls Royce)
- Grey Market Vehicles (cars bought in another country and brought to US)
- State Assigned Vehicles
- Customized Vehicles
- Buses

The purpose of this file is to help reduce the number of statistical errors (S49/S21). Thus, if a VIN reported on a statistical record does not find a match against Polk, the edit next checks against the Non-Polk file. If a match is found, the record will be error free; if not, the appropriate error will be flagged.

The detailed information that resides on this file comes primarily from member companies.

To access the Non-Polk VIN file, choose the Non-Polk VIN maintenance function from the TE140 - CAR STATISTICAL SYSTEM screen (exhibit VIII-Q-1).

Exhibit VIII-Q-1

TE140MN	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014
TE140SA	C.A.R. STATISTICAL SYSTEM	11:15:30
COMPANY NUMBER ..... 999		
STAT POLICY HISTORIES	..... PF2	OR 02
RULE 12 RMV INQUIRIES	..... PF3	OR 03
CESSION VOLUME/PART.RATIO DATA	..... PF4	OR 04
STATISTICAL CORRECTIONS	..... PF5	OR 05
STATISTICAL LOOKUPS	..... PF6	OR 06
<b>NON-POLK VIN MAINTENANCE</b>	<b>..... PF7</b>	<b>OR 07</b>
POLICY PRODUCER CODE CORRECTIONS	..... PF8	OR 08
TO RETURN TO MAIN MENU	..... PF12	OR 12

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CHAPTER VIII - STATISTICAL CORRECTIONS

Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)

The VN100SA - CAR VIN Menu appears (exhibit VIII-Q-2).

Exhibit VIII-Q-2

```
VN100MN                               C.A.R. VIN MENU                               06/25/2014
VN105SA                                                                       11:15:30

HELP ..... PF1 OR 01
ADD A NON-POLK VIN ..... PF2 OR 02
UPDATE A NON-POLK VIN ..... PF3 OR 03
DELETE A NON-POLK VIN ..... PF4 OR 04
BROWSE THE NON-POLK VINS ..... PF5 OR 05

TERMINATE SESSION ..... PF12 OR 12

( )

HIT PFKEY OR TYPE NUMBER AND HIT ENTER
```

From this screen, you have seven options which guide you through managing and viewing Non-Polk VIN data. The "Help" and "Terminate" functions are self-explanatory so the remainder of this section illustrates the remaining functions.

1) Adding a Non-Polk VIN

To add a new VIN to the Non-Polk file, select PF2 from the VN100 – CAR VIN MENU. The VN110 - ADD TO NON-POLK VIN DATABASE screen appears (exhibit VIII-Q-3).

Exhibit VIII-Q-3

```
VN110PR                               COMMONWEALTH AUTOMOBILE REINSURERS           06/25/2014
VN110SA                               ADD TO NON-POLK VIN DATABASE                 11:15:30

VIN NUMBER _____
MODEL YEAR _____ (MUST BE 4 POSITIONS, > 1900)
TYPE _____ (M, P, T, U)
* MAKE _____
PASS RESTR _____ (0 OR 1)
HIGH THEFT _____ PRIVATE PASSENGER VEHICLES (0,1,2)
* VALUE CODE _____ PRIVATE PASSENGER MOTORCYCLES ONLY
* SYMBOL _____ PP SYM/COMM MOTOR VAL/COMM COST NEW
* REASON CODE _____ REASON FOR ADDING TO DATABASE (1-5)

* HELP CONTAINS PICK LISTS FOR THESE FIELDS

( _ )

FILL IN DATA, THEN HIT ENTER
PF1/01 - HELP           PF3/03 - UPDATE VIN       PF5/05 - BROWSE VINS
PF2/02 - ADD VIN       PF4/04 - DELETE VIN      PF12/12 - RETURN TO MENU
```

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**CHAPTER VIII - STATISTICAL CORRECTIONS**

**Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)**

1) Adding a Non-Polk VIN (continued)

To help in completing the information, "Pick Lists" are available for the Make, Value Code, Symbol, and Reason Code fields. To access the pick list for any of these fields, use the HELP Panel. Select PF1; the pick list menu appears. These pick lists are described on page 73.

Use the chart below as a guide for adding a VIN to the Non-Polk file.

<b>Field</b>	<b>Description</b>	<b>Required</b>
VIN	Must be a minimum of five and a maximum of 17 positions; cannot contain unique characters (e.g., \$, &, *)	YES
MODEL YEAR	Must be four positions. Model years 1901 through the current year plus one are valid.	YES
TYPE	Must be one of the following values: M (Motorcycle), P (Passenger), T (Truck), U (Unknown)	NO
MAKE	May be no more than four positions. A pick list is available to assist in entering this field.	NO
PASS RESTR	Passive Restraint is a one position field and should contain one of the following values: 0 (No Credit) or 1 (Category 1).	NO
HIGH THEFT	High Theft is a one position field and should contain one of the following values: 0 (N/A), 1 (YES), or 2 (High Theft with category III or IV anti-theft or vehicle recovery device or category I or II anti-theft device installed before December 31, 1990 (no rate adjustment applies).	NO
VALUE CODE	Must be three positions and is used for private passenger motorcycles only. A pick list is available to assist in entering this field.	NO
SYMBOL	Must be two positions. It contains the private passenger symbol, commercial motorcycle value code, or the commercial cost new code. A pick list is available to assist in entering this field.	NO
REASON CODE	Identifies the reason for adding the VIN to the database. It must be one position and contain one of the following values: 0 (Buses), 1 (Customized Vehicle), 2 (Exotic Make), 3 (Grey Market Vehicle), 4 (State Assigned), 5 (Trailer / Motor Home), or 9 (Other). A pick list is available to assist in entering this field.	YES

Once all the fields have been entered into the VN110 screen – Add to Non-Polk VIN Database, you may validate the fields. To validate, press ENTER or select PF2.

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CHAPTER VIII - STATISTICAL CORRECTIONS

**Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)**

1) Adding a Non-Polk VIN (continued)

The VIN, Model Year, and Reason Code fields are required; therefore, if there is incorrect data in one of those three fields (not within parameters of the field), a message appears indicating which data element requires correction as shown in exhibit VIII-Q-4.

Exhibit VIII-Q-4

```

VN110PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
VN110SA          ADD TO NON-POLK VIN DATABASE                11:15:30

      VIN NUMBER _____
      MODEL YEAR  1995 (MUST BE 4 POSITIONS, > 1900)
      TYPE        _ (M, P, T, U)
* MAKE          _____
      PASS RESTR  _ (0 OR 1)
      HIGH THEFT  _ PRIVATE PASSENGER VEHICLES (0,1,2)
* VALUE CODE    _ PRIVATE PASSENGER MOTORCYCLES ONLY
* SYMBOL        _ PP SYM/COMM MOTOR VAL/COMM COST NEW
* REASON CODE   9 REASON FOR ADDING TO DATABASE (1-5)

* HELP CONTAINS PICK LISTS FOR THESE FIELDS

                        ( _ )
*** FATAL ERROR - INVALID VIN NUMBER ***
                        CORRECT DATA AND HIT ENTER
PF1/01 - HELP          PF3/03 - UPDATE VIN          PF5/05 - BROWSE VINS
PF2/02 - ADD VIN      PF4/04 - DELETE VIN          PF12/12 - RETURN TO MENU
    
```

The data in the invalid field must be corrected to be valid. Once corrected, press ENTER or select PF2 to validate again.

If there is incorrect data (not within parameters of the field) for Type, Make, Passive Restraint, High Theft, Value Code, or Symbol, a message appears indicating which data element requires correction as shown in exhibit VIII-Q-5.

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CHAPTER VIII - STATISTICAL CORRECTIONS

**Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)**

1) Adding a Non-Polk VIN (continued)

Exhibit VIII-Q-5

```

VN110PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
VN110SA          ADD TO NON-POLK VIN DATABASE                11:15:30

                VIN NUMBER  MA438976
                MODEL YEAR  2000  (MUST BE 4 POSITIONS, > 1900)
                TYPE        N    (M, P, T, U)
                * MAKE      ACUR  ACURA
                PASS RESTR  0    (0 OR 1)
                HIGH THEFT  1    PRIVATE PASSENGER VEHICLES (0,1,2)
                * VALUE CODE 000  PRIVATE PASSENGER MOTORCYCLES ONLY
                * SYMBOL     09    PP SYM/COMM MOTOR VAL/COMM COST NEW
                * REASON CODE 9    REASON FOR ADDING TO DATABASE (1-5)

                * HELP CONTAINS PICK LISTS FOR THESE FIELDS

                ( _ )
                *** INVALID TYPE ***
                CORRECT DATA AND HIT ENTER OR HIT PF2/02 TO ADD
                PF1/01 - HELP          PF3/03 - UPDATE VIN          PF5/05 - BROWSE VINS
                PF2/02 - ADD VIN       PF4/04 - DELETE VIN          PF12/12 - RETURN TO MENU
    
```

If you hit ENTER to validate the field, then you can change the invalid field. To change the data that is either FATAL or INVALID, move to the field and key in the correct data. However, if you hit PF2 to actually add the VIN, then the VIN is added to the file with the invalid fields. When the record is added to the file, the invalid fields will be blanked out; only valid data will be added to the file. To correct blank fields, use the update function described next.

2) Updating a Non-Polk VIN

To update a Non-Polk VIN, at the CAR VIN Menu (exhibit VIII-Q-6),

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

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CHAPTER VIII - STATISTICAL CORRECTIONS

Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)

2) Updating a Non-Polk VIN (continued)

Exhibit VIII-Q-6

```
VN100MN          C.A.R. VIN  MENU          06/25/2014
VN105SA                                     11:15:30

HELP ..... PF1  OR 01
ADD A NON-POLK VIN ..... PF2  OR 02
UPDATE A NON-POLK VIN ..... PF3  OR 03
DELETE A NON-POLK VIN ..... PF4  OR 04
BROWSE THE NON-POLK VINS ..... PF5  OR 05

TERMINATE SESSION ..... PF12 OR 12

( )

HIT PFKEY OR TYPE NUMBER AND HIT ENTER
```

The Update the Non-Polk VIN Database screen appears (exhibit VIII-Q-7).

Exhibit VIII-Q-7

```
VN120PR          COMMONWEALTH AUTOMOBILE REINSURERS      06/25/2014
VN120SA          UPDATE NON-POLK VIN DATABASE           11:15:30

VIN NUMBER _____
MODEL YEAR  _____ (MUST BE 4 POSITIONS, > 1900)
TYPE       _____ (M, P, T, U)
* MAKE    _____
PASS RESTR _____ (0 OR 1)
HIGH THEFT _____ PRIVATE PASSENGER VEHICLES (0,1,2)
* VALUE CODE _____ PRIVATE PASSENGER MOTORCYCLES ONLY
* SYMBOL  _____ PP SYM/COMM MOTOR VAL/COMM COST NEW
* REASON CODE _____ REASON FOR ADDING TO DATABASE (1-5)

* HELP CONTAINS PICK LISTS FOR THESE FIELDS

( _ )

FILL IN VIN, THEN HIT ENTER
PF1/01 - HELP          PF3/03 - UPDATE VIN      PF5/05 - BROWSE VINS
PF2/02 - ADD VIN      PF4/04 - DELETE VIN     PF12/12 - RETURN TO MENU
```

To update a Non-Polk VIN you must know the exact VIN.

- 1) **Key in the VIN and hit ENTER or select PF3 or tab to the option field, type "03" and hit ENTER.**

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CHAPTER VIII - STATISTICAL CORRECTIONS

**Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)**

2) Updating a Non-Polk VIN (continued)

The specific VIN and all its associated fields appear. All fields on this update screen with the exception of VIN can be updated. Follow the directions above on adding a Non-Polk VIN for entering the data in each of these fields to update as required.

Make the necessary changes and when completed,

- 3) **Hit ENTER to edit if you choose to.**
- 4) **Select PF 3 or tab to the option field, type "03", and hit ENTER to Update.**

The same fatal and invalid edits that occurred with adding a Non-Polk VIN are accessed. See Adding a Non-Polk VIN for the details concerning these edits.

3) Deleting a Non-Polk VIN

To delete a Non-Polk VIN, at the CAR VIN Menu (exhibit VIII-Q-8),

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

Exhibit VIII-Q-8

```
VN100MN                C.A.R. VIN MENU                06/25/2014
VN105SA                11:15:30

HELP ..... PF1 OR 01
ADD A NON-POLK VIN ..... PF2 OR 02
UPDATE A NON-POLK VIN ..... PF3 OR 03
DELETE A NON-POLK VIN ..... PF4 OR 04
BROWSE THE NON-POLK VINS ..... PF5 OR 05

TERMINATE SESSION ..... PF12 OR 12

( )

HIT PFKEY OR TYPE NUMBER AND HIT ENTER
```

The Delete from Non-Polk VIN Database screen appears (exhibit VIII-Q-9).

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CHAPTER VIII - STATISTICAL CORRECTIONS

Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)

Exhibit VIII-Q-9

VN130PR	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014
VN130SA	DELETE FROM NON-POLK VIN DATABASE	11:15:30

  

VIN NUMBER	_____
MODEL YEAR	_____
TYPE	-
MAKE	_____
PASS RESTR	-
HIGH THEFT	-
VALUE CODE	_____
SYMBOL	_____
REASON CODE	-

( \_ )

FILL IN VIN, THEN HIT ENTER

PF2/02 - ADD VIN	PF3/03 - UPDATE VIN	PF5/05 - BROWSE VINS
	PF4/04 - DELETE VIN	PF12/12 - RETURN TO MENU

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CHAPTER VIII - STATISTICAL CORRECTIONS

**Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)**

3) Deleting a Non-Polk VIN (continued)

To delete a Non-Polk VIN you must know the exact VIN.

**Key in the VIN and hit ENTER or select PF4 or tab to the option field, type "04" and hit ENTER.**

Exhibit VIII-Q-10

VN130PR	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014
VN130SA	DELETE FROM NON-POLK VIN DATABASE	11:15:30
	VIN NUMBER MA10969	
	MODEL YEAR 1974	
	TYPE P	
	MAKE CHEV	
	PASS RESTR 0	
	HIGH THEFT 0	
	VALUE CODE	
	SYMBOL 10	
	REASON CODE	
	( _ )	
	HIT PF4/04 TO DELETE VIN	
PF2/02 - ADD VIN	PF3/03 - UPDATE VIN	PF5/05 - BROWSE VINS
	PF4/04 - DELETE VIN	PF12/12 - RETURN TO MENU

The specific VIN and all its associated fields appear. Verify this is the VIN you want to delete and

**Select PF 4 or tab to the option field, type "04", and hit ENTER to Delete.**

The Delete from Non-Polk VIN Database screen appears with a message confirming the delete was successful (exhibit VIII-Q-11).

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CHAPTER VIII - STATISTICAL CORRECTIONS

Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)

3) Deleting a Non-Polk VIN (continued)

Exhibit VIII-Q-11

VN130PR	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014
VN130SA	DELETE FROM NON-POLK VIN DATABASE	11:15:30

  

VIN NUMBER	_____
MODEL YEAR	____
TYPE	-
MAKE	_____
PASS RESTR	-
HIGH THEFT	-
VALUE CODE	____
SYMBOL	____
REASON CODE	-

( \_ )

DELETED MA10969  
FILL IN VIN, THEN HIT ENTER

PF2/02 - ADD VIN	PF3/03 - UPDATE VIN	PF5/05 - BROWSE VINS
	PF4/04 - DELETE VIN	PF12/12 - RETURN TO MENU

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CHAPTER VIII - STATISTICAL CORRECTIONS

**Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)**

4) Browsing the Non-Polk VIN Database

To browse the Non-Polk VINs, at the CAR VIN Menu (exhibit VIII-Q-12),

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

Exhibit VIII-Q-12

```
VN100MN                C.A.R. VIN MENU                06/25/2014
VN105SA                11:15:30

HELP ..... PF1 OR 01
ADD A NON-POLK VIN ..... PF2 OR 02
UPDATE A NON-POLK VIN ..... PF3 OR 03
DELETE A NON-POLK VIN ..... PF4 OR 04
BROWSE THE NON-POLK VINS ..... PF5 OR 05

TERMINATE SESSION ..... PF12 OR 12

( )

HIT PFKEY OR TYPE NUMBER AND HIT ENTER
```

The Browse Non-Polk VIN Database screen appears (exhibit VIII-Q-13).

Exhibit VIII-Q-13

```
VN140PR                COMMONWEALTH AUTOMOBILE REINSURERS    06/25/2014
VN140SA                BROWSE NON-POLK VIN DATABASE        11:15:30

STARTING VIN NUMBER: _____

ENTER VIN NUMBER AND HIT ENTER TO BEGIN BROWSING
LEAVE VIN NUMBER BLANK TO START BROWSING AT THE BEGINNING OF THE FILE

( _ )

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

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CHAPTER VIII - STATISTICAL CORRECTIONS

**Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)**

4) Browsing the Non-Polk VIN Database

To browse the Non-Polk VIN file from the top of the file, leave the VIN number blank and hit ENTER or to browse this file from a certain VIN, type in the VIN or the first few characters of the VIN and hit ENTER.

The Browse Non-Polk VIN Database screen appears (exhibit VIII-Q-14) at the chosen starting point.

Exhibit VIII-Q-14

VIN NUMBER	MODEL	YEAR	MAKE	TYPE	HIGH THEFT	RESTR CODE	VALUE CODE	REASON SYMBOL	REASON CODE
RI1051	1999 CHEV			P					
RI1114	2001 FORD			T					
RI1149	2001 FORD			T					
RI1261	2002 MERC			P	0	0		08	9
RI1277	2003 OTHR			P		0			
RI1387	2003			P					
RI1395	2004 CHEV			P	0	0		14	
RI1430	2005 OLDS			P					
RI1448	2004 OTHR			U					
RI1457	2014 TOYT			P	0	1		05	4
RI1463	2005 ACUR			P	0	1		13	

MORE INQUIRY INFORMATION - SCROLL FORWARD/BACKWARD

( \_ )

PF07/07 - PAGE BACK      PF08/08 - PAGE FORWARD      PF12/12 - RETURN TO MENU

From this screen you have two options,

- 1) Scroll forward - Select PF8 or tab to the option field, type "08," and hit ENTER.
- 2) Scroll backward - Select PF7 or tab to the option field type "07," and hit ENTER.

To exit the NON-POLK VIN edit,

- 1) Return to a Non-Polk VIN Screen (VN110, 120, 130, 140),
- 2) Select PF12 or tab to the option field, type "12", and hit ENTER.

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CHAPTER VIII - STATISTICAL CORRECTIONS

Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)

PICK LIST OPTIONS

To make it easier to add a Non-Polk VIN to the database, "Pick Lists" are available for MAKE, SYMBOL, VALUE CODE, COST NEW, and REASON CODE.

To access any of the pick lists, select PF1 – Help from the Add Non-Polk VIN screen (exhibit VIII-Q-15).

Exhibit VIII-Q-15

```

VN110PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
VN110SA          ADD TO NON-POLK VIN DATABASE                 11:15:30

      VIN NUMBER      _____
      MODEL YEAR      _____ (MUST BE 4 POSITIONS, > 1900)
      TYPE            _ (M, P, T, U)
* MAKE              _____
      PASS RESTR      _ (0 OR 1)
      HIGH THEFT      _ PRIVATE PASSENGER VEHICLES (0,1,2)
* VALUE CODE        _____ PRIVATE PASSENGER MOTORCYCLES ONLY
* SYMBOL            _____ PP SYM/COMM MOTOR VAL/COMM COST NEW
* REASON CODE       _ REASON FOR ADDING TO DATABASE (1-5)

* HELP CONTAINS PICK LISTS FOR THESE FIELDS

      ( _ )

PF1/01 - HELP          PF3/03 - UPDATE VIN          PF5/05 - BROWSE VINS

```

The VN125 – CAR VIN FIELDS screen appears (exhibit VIII-Q-16)

Exhibit VIII-Q-16

```

VN125PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
VN125HD          C.A.R. VIN FIELDS                          11:15:30

      VIN NUMBER      A UNIQUE FIELD OF AT LEAST 5 AND UP TO 17 NUMBERS OR LETTERS
      MODEL YEAR      4 DIGIT NUMERIC MODEL YEAR FROM 1901 TO CURRENT YEAR + 1
      TYPE            M(MOTORCYCLE), P(PASSENGER), T(TRUCK) OR U(UNKNOWN)
      MAKE            VEHICLE MAKE CODE - SEE LIST - PF2
      PASS RESTR      PASSIVE RESTRAINT CODE - 0(NO CREDIT) OR 1(CATEGORY I)
      HIGH THEFT      0(N/A), 1(YES) OR 2(HIGH THEFT W/CAT. III OR IV ANTI-THEFT
                     OR VEHICLE RECOVERY DEVICE OR CAT. I OR II ANTI-THEFT DEVICE
                     INSTALLED BEFORE DEC. 31, 1990(NO RATE ADJUSTMENT APPLIES))
      VALUE CODE      3 DIGIT NUMERIC FIELD - SEE LIST - PF10 (PP MOTORCYCLE ONLY)
      SYMBOL          2 DIGIT NUMERIC FIELD - SEE LIST FOR APPROPRIATE DETAIL
                     (PP SYM - PF8/COMM MOTOR VAL - PF4/COMM COST NEW - PF6)
      REASON CODE     1 DIGIT NUMERIC FIELD - SEE LIST - PF9

      ( _ )

PF2/02 - MAKE LIST
PF4/04 - COMM MOTOR VAL  PF8/08 - PP SYM          PF10/10 - PP MCYCLE VALUE CODE
PF6/06 - COMM COST NEW  PF9/09 - REASON CDE          PF12/12 - RETURN

```

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CHAPTER VIII - STATISTICAL CORRECTIONS

Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)

PICK LIST OPTIONS (CONTINUED)

The pick list options are listed at the bottom of the screen. Select the pick list you want to view by hitting the appropriate PF Key. An example of each pick list is shown below. To bring back a value into the Add screen, either mark an 'X' next the correct value or enter the code where indicated, and hit PF12.

MAKE

```

VN125PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
VN125HA          MAKE CODES                                11:15:30

CODE      MAKE          CODE      MAKE          CODE      MAKE
_ ACUR ACURA          _ CAP  CAPRI          _ EGIL EAGLE
_ ALFA ALFA ROMEO      _ CHEV CHEVROLET      _ EXCL EXCALIBUR
_ AMER AMERICAN MOTORS _ CHNC CHANCE          _ FERR FERRARI
_ ARO  ARO              _ CHRY CHRYSLER        _ FIAT FIAT
_ ASTO ASTON MARTIN    _ CITR CITROEN          _ FORD FORD
_ AUDI AUDI            _ CRAN CRANE CARRIER _ FRHT FREIGHTLINER
_ AUST AUSTIN          _ CROW CROWN COACH     _ FWD  FWD
_ AUTO AUTOCAR         _ DAIH DAIHATSU        _ GEO  GEO
_ AVAN AVANTI          _ DATS DATSUN           _ GIAN GIANT
_ BENT BENTLEY         _ DEER JOHN DEERE      _ GILL GILLIG
_ BLUE BLUEBIRD        _ DIAM DIAMOND          _ GMC  GMC
_ BMW  BMW              _ DIAT DIAMOND REO     _ HD   HARLEY DAVIDSON
_ BUIC BUICK           _ DODG DODGE            _ HEND HENDRICKSON
_ CADI CADILLAC        _ DUPL DUPLEX           _ HINO HINO

PLACE 'X' NEXT TO MAKE TO RETURN WITH CODE
(  _  )

PF8/08 - FORWARD                                PF12/12 - RETURN

```

PP VALUE CODE

```

VN125PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
VN125HF          PP MOTORCYCLE                                11:15:30
=====
CODE THE VALUE USED IN RATING THE POLICY: E.G. $101 VALUE IS RATED AT $200
(RATES ARE PER EACH $100 OF VALUE OR FRACTION THERE OF), THEREFORE VALUE
CODE IS 002.  VALID CODES: 001 - 100, 999.

MORE EXAMPLES:

EXAMPLE 1:  VALUE = $80, ROUNDS UP TO $100.  VALUE CODE = 001.

EXAMPLE 2:  VALUE = $1,090, ROUNDS UP TO $1,100.  VALUE CODE = 011.

EXAMPLE 3:  VALUE = $9,999, ROUNDS UP TO $10,000.  VALUE CODE = 100

VALUES IN EXCESS OF $10,000 DEFAULT TO A VALUE CODE = 999.

ENTER VALUE CODE:  ____
HIT ENTER TO RETURN

```

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CHAPTER VIII - STATISTICAL CORRECTIONS

Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)

PICK LIST OPTIONS (CONTINUED)

SYMBOL

VN125PR	COMMONWEALTH AUTOMOBILE REINSURERS				06/25/2014			
VN125HC	SYMBOL				11:15:30			
=====								
MODEL YEARS PRIOR TO 1990				MODEL YEARS 1990 AND LATER				
SYM	COST	NEW	SYM	COST	NEW	SYM	COST	NEW
-----								
01	0	- 1,600	* 15	24,001	- 28,000	01	0	- 6,500
02	1,601	- 2,100	* 16	28,001	- 33,000	02	6,501	- 8,000
03	2,101	- 2,750	* 17	33,001	- 39,000	03	8,001	- 9,000
04	2,751	- 3,700	* 18	39,001	- 46,000	04	9,001	- 10,000
05	3,701	- 5,000	* 19	46,001	- 55,000	05	10,001	- 11,250
06	5,001	- 6,500	* 20	55,001	- 65,000	06	11,251	- 12,500
07	6,501	- 8,000	* 21	OVER	65,000	07	12,501	- 13,750
08	8,001	- 10,000				08	13,751	- 15,000
10	10,001	- 12,500	* MODEL YEAR > 1981			10	15,001	- 16,250
11	12,501	- 15,000	ONLY. PRIOR YEARS			11	16,251	- 17,500
12	15,001	- 17,500	USE SYMBOL 14 TO			12	17,501	- 18,750
13	17,501	- 20,000	INDICATE > 20,000			13	18,751	- 20,000
14	20,001	- 24,000				14	20,001	- 22,000
PICK-UPS, SEDANS, AND PANEL DELIVERIES RATED AS PRIVATE PASSENGER CARS = 09								
ENTER CODE ____								
HIT ENTER TO RETURN								

COMMERCIAL VALUE CODE

VN125PR	COMMONWEALTH AUTOMOBILE REINSURERS				06/25/2014			
VN125HE	COMM MOTOR VALUE				11:15:30			
=====								
CODE THE VALUE USED IN RATING THE POLICY: E.G. \$101 VALUE IS RATED AT \$200 (RATES ARE PER EACH \$100 OF VALUE OR FRACTION THERE OF), THEREFORE VALUE CODE IS 02. VALID CODES: 01 - 99								
MORE EXAMPLES:								
EXAMPLE 1: VALUE = \$80, ROUNDS UP TO \$100. VALUE CODE = 01.								
EXAMPLE 2: VALUE = \$1,090, ROUNDS UP TO \$1,100. VALUE CODE = 11.								
VALUES IN EXCESS OF \$9,800 DEFAULT TO A VALUE CODE = 99.								
ENTER VALUE CODE: ____								
HIT ENTER TO RETURN								

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CHAPTER VIII - STATISTICAL CORRECTIONS

Q. NON-POLK VIN FILE MAINTENANCE (CONTINUED)

PICK LIST OPTIONS (CONTINUED)

COMMERCIAL COST NEW

```
VN125PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
VN125HB          COMM COST NEW                               11:15:30
=====
COMMERCIAL VEHICLES, VAN POOL VEHICLES AND
VEHICLES CLASSIFIED AS PRIVATE PASSENGER TYPES
-----
COST NEW          | CODE
=====          |=====
0 - 4,500         | 01
4,501 - 6,000    | 02
6,001 - 8,000    | 03
8,001 - 10,000   | 04
10,001 - 15,000  | 05
15,001 - 20,000  | 06
20,001 - 25,000  | 07
25,001 - 40,000  | 08
40,001 - 65,000  | 10
65,001 - 90,000  | 11
OVER 90,000      | 12

ENTER CODE: ____
HIT ENTER TO RETURN
```

REASON CODE

The REASON CODE is a feature when adding a VIN to the Non-Polk database. This code will identify customized vehicles as well as grey market vehicles, exotic cars, uses, and others.

```
VN125PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
VN125HG          NON-POLK VEHICLE IDENTIFICATION NUMBERS      11:15:30
=====
REASON FOR ALLOWING THIS VIN ON FILE
-----
REASON            | CODE
=====          |=====
BUSES             | 0
CUSTOMIZED VEHICLE | 1
EXOTIC MAKES      | 2
GREY MARKET VEHICLE | 3
STATE ASSIGNED    | 4
TRAILERS/MOTOR HOMES | 5
OTHER             | 9

ENTER CODE: ____
HIT ENTER TO RETURN
```

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CHAPTER VIII - STATISTICAL CORRECTIONS

**R. DATA QUALITY PROGRAM**

The Massachusetts Automobile Statistical Plans state: "The purpose of the Data Quality Program is to assure that CAR receives accurate statistical data on a timely basis."

You must process enough statistical corrections against each shipment, by its due date, to reduce the error percent to less than 5%.

If you do not reduce the error percent within each shipment by the due date, then CAR will assess a Data Quality Penalty and relist the shipment on-line. CAR assesses Data Quality Penalties in the following situations:

<u>Criteria</u>	<u>Penalty Amount</u>
The initial due date has expired and the error percentage is not less than 5%	\$150
The shipment has been relisted, the second due date has expired and the error percentage is not less than 5%.	\$600
Each additional re-listing with error percentages of 5% or greater.	\$1250

If you are bypassing a file (or records) as your correction activity, submit an explanation letter (see section VIII-S). CAR will not review the file until you have indicated when you will process the corrections.

If you are correcting errors via offset/reenter records, you must correctly submit them in a monthly accounting shipment no more than **three** accounting months after the original shipment in order to avoid a relist and a penalty. For example, you must include any offset/reenter records to correct errors contained in your 1/14 shipment no later than your 4/14 shipment.

If a statistical error shipment meets the following low volume criteria, CAR will not assess penalties against it whether or not you process corrections. (However, CAR encourages corrections in all situations!!).

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CHAPTER VIII - STATISTICAL CORRECTIONS

**R. DATA QUALITY PROGRAM (CONTINUED)**

Low Volume Error Listing Tolerance Levels

	Total No of Error Records	Total Exposures/ Premiums/Losses In Error
<u>Private Passenger Listings</u>		
Liability Premiums (621)	1 to 25	-60 to +60 Exposures
No-Fault Premiums (625)	1 to 25	-60 to +60 Exposures
Physical Damage Prem (628)	1 to 25	-60 to +60 Exposures
Liability Losses (621)	1 to 20	-2000 to +2000 Losses
No-Fault Premiums (625)	1 to 20	-2000 to +2000 Losses
Physical Damage Prem (628)	1 to 20	-2000 to +2000 Losses
<u>Commercial Listings</u>		
Liability Premiums (611)	1 to 20	-2500 to +2500 Premiums
No-Fault Premiums (615)	1 to 20	-2000 to +2000 Premiums
Physical Damage Prem (618)	1 to 20	-2000 to +2000 Premiums
Liability Losses (611)	1 to 15	-5000 to +5000 Losses
No-Fault Premiums (615)	1 to 15	-2000 to +2000 Losses
Physical Damage Prem (618)	1 to 15	-2000 to +2000 Losses

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE

This system was developed to help identify problems or trends in monthly statistical reporting. You may browse counts for each possible statistical error code by line of business (LOB), accounting date, or shipment key. The error counts are written to the file as they're loaded to CAR's permanent statistical database. The file is updated by incoming statistical data only. Any corrections submitted will not change the error counts on the file, thereby allowing companies to historically track recurring errors. The system is a browse tool only; no updating is allowed.

To access the Statistical Error History file, from the Statistical Corrections function - TE140 - CAR STATISTICAL SYSTEM screen (exhibit VIII-T-1),

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

Exhibit VIII-T-1

TE140MN	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014
TE140SA	C.A.R. STATISTICAL SYSTEM	11:15:30
COMPANY NUMBER ..... 999		
STAT POLICY HISTORIES	..... PF2	OR 02
RULE 12 RMV INQUIRIES	..... PF3	OR 03
CESSION VOLUME ANALYSIS	..... PF4	OR 04
<b>STATISTICAL CORRECTIONS</b>	<b>..... PF5</b>	<b>OR 05</b>
STATISTICAL LOOKUPS	..... PF6	OR 06
NON-POLK VIN MAINTENANCE	..... PF7	OR 07
POLICY PRODUCER CODE CORRECTIONS	..... PF8	OR 08
TO RETURN TO MAIN MENU	..... PF12	OR 12
: :		

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

The SC100SA – STATISTICAL ERROR CORRECTIONS Menu appears (exhibit VIII-T-2).

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

Exhibit VIII-T-2

```
SC100MN          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC100SA          STATISTICAL ERROR CORRECTIONS            10:43:50
                  MENU SELECTIONS

                SELECT SHIPMENTS          ..... PF2 OR 02
                SELECT POLICIES            ..... PF3 OR 03
                REVIEW ERROR HISTORY FILE   ..... PF4 OR 04
                REVIEW COMPANY PENDING     ..... PF5 OR 05
                REVIEW COMPANY SUMMARY     ..... PF6 OR 06
                REVIEW C.A.R. MESSAGES 05/19 ..... PF7 OR 07

                EXIT STATISTICAL CORRECTIONS ..... PF12 OR 12

                DEPRESS PFKEY OR ENTER PROCESSING OPTION
                :
                :

PF1/01 - HELP                                         PF12/12 - EXIT
```

The SC360SA – STATISTICAL ERROR HISTORY MENU SELECTION appears (exhibit VIII-T-3).

Exhibit VIII-T-3

```
SC360PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC360SA          STATISTICAL ERROR HISTORY                10:49:01
COMPANY: 999          MENU SELECTION

                (1) SELECT BY LOB          ___ (01-16) OR (ALL)
                    AND/OR
                (2) SELECT BY ACTG DTE     ___ (MM/YY) OR (ALL)

                (3) SELECT BY SHIPMENT KEY _____

                ENTER LINE OF BUSINESS AND/OR ACCOUNTING DATE OR SHIP KEY THEN PRESS ENTER

                : ___ :

PF1/01 - HELP                                         PF12/12 - EXIT
```

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

You can choose from three different browsing methods: 1) Select by Line of Business (LOB), 2) Select by Accounting Date, and 3) Select by Shipment Key. You may combine options 1 and 2 together to make the browse more selective.

1. Select By LOB

Values For LOB:

01=PRIVATE PASSENGER LIABILITY PREMIUM	09=COMMERCIAL LIABILITY PREMIUM
02=PRIVATE PASSENGER NO FAULT PREMIUM	10=COMMERCIAL NO FAULT PREMIUM
03=PRIVATE PASSENGER PHYS DAMAGE PREMIUM	11=COMMERCIAL PHYS DAMAGE PREMIUM
04=PRIVATE PASSENGER LIABILITY PAID LOSS	12=COMMERCIAL LIABILITY PAID LOSS
05=PRIVATE PASSENGER LIABILITY O/S LOSS	13=COMMERCIAL LIABILITY O/S LOSS
14=PRIVATE PASSENGER NO FAULT PAID LOSS	14=COMMERCIAL NO FAULT PAID LOSS
07=PRIVATE PASSENGER NO FAULT O/S LOSS	15=COMMERCIAL NO FAULT O/S LOSS
08=PRIVATE PASSENGER PHYS DAMAGE PAID LOSS	16=COMMERCIAL PHYS DAM PAID LOSS

- From the SC360SA screen (exhibit-VIII-T-4) - Enter "ALL" to view all errors and total count of each error or enter 01 through 16 depending on line of business desired, and hit ENTER.

Exhibit VIII-T-4

```
SC360PR          COMMONWEALTH AUTOMOBILE REINSURERS          06/25/2014
SC360SA          STATISTICAL ERROR HISTORY                   10:49:01
COMPANY:  999          MENU SELECTION

(1) SELECT BY LOB      ALL  (01-16) OR (ALL)
      AND/OR
(2) SELECT BY ACTG DTE  _____ (MM/YY) OR (ALL)
(3) SELECT BY SHIPMENT KEY _____

ENTER LINE OF BUSINESS AND/OR ACCOUNTING DATE OR SHIP KEY THEN PRESS ENTER

PF1/01 - HELP          :  _  :          PF12/12 - EXIT
```

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

1. Select By LOB (continued)

The SC360SC – STATISTICAL ERROR COUNTS – COMPANY SUMMARY screen appears (exhibit VIII-T-5).

Exhibit VIII-T-5

```

TYPE IN A NEW ACTG DTE OR LOB AND HIT ENTER TO CHANGE
-----
SC360PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014
SC360SC                STATISTICAL ERROR COUNTS - COMPANY SUMMARY                11:15:30
COMPANY: 999  ACTG DTE(MM/YY): ALL  LOB: ALL  ENTER ERROR CODE: ____
S01 CLASS                266      S19 MEDPAYLIM/CLS                8      S37 TYPE CLAIMANT                0
S02 POLICY                248      S20 ZIP CODE                    94     S38 CVG/LOSS TYPE                28
S03 PREM DATES            0        S21 AGE/SYM/MODYR              42     S39 CATASTROPHE                 16
S04 EXPOSURE              14      S22 REGULATE 1-78              2      S40 TX/SUBLN/LOSS                0
S05 EXP/SIGN AGRE         0        S23 ANTITHEFT DIS              4      S41 NON ZERO PREM                0
S14 ZERO PREM CLS         0        S24 COVERAGE                   22     S42 LIMITS ID CDE                0
S07 BI PREM LIMIT         0        S25 NOFLT LOSS $               0      S43 DISCOUNT CODE              20
S08 PD PREM LIMIT         0        S26 ANN STAT LOB               14     S44 PARTIAL IND                  12
S09 OTC COV PREM          0        S27 ZONE RAT CODE              6      S45 CID/PROD CODE                0
S10 COLL COV PREM         2        S28 NOFLT DEDUCT               0      S46 PRODUCER CODE                292
S11 OTC COVERAGE          4        S29 VALUE CODE                 0      S47 HITHEFT/XRSK                 2
S12 COLL COVERAGE         2        S30 PAS RESTRAINT              4      S48 POL BROAD CVG                0
S13 RATING ID CDE         0        S31 CLAIM COUNT                30     S49 VEH IDENT NUM                52
S14 RATNG MOD FAC         0        S32 CLAIM ID                   122    V50 PHY DAM LOSS                 2
S15 ANN MILE CDE          8        S33 ACCDT TOWN                 51     V51 ALLC LOSS ADJ                38
S16 RK TY/RAT DEP         14      S34 LOSS DATES                 192    V52 PREM EXP VER                 0
S17 PREMIUM TOWN          55      S35 TYPE OF LOSS                2
S18 LIAB LIMITS           2        S36 LIAB LOSS AMT              54
PF1/01 - HELP PANEL      PF2/02 - VIEW SHIPMENTS : ____ : PF12/12 - RETURN

```

- You can change the accounting date in the heading using the format mm/yy then hit ENTER to view the error counts for specified accounting date.
- You can change the LOB in the heading then hit ENTER to display the error counts for the specified LOB.
- You can change BOTH the accounting date and the LOB together if desired.

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

1. Select By LOB (continued)

- From the SC360SC screen (exhibit VIII-T-6), you can enter a specific error code to view more information about that error code. Type any three digit error code in the “Enter Error Code” field and select PF2 or tab to option field, type “02”, and hit ENTER to view **ALL** the shipments for the error code entered. **Please note this option displays all the shipments for the error code entered regardless of accounting date and LOB.**

Exhibit VIII-T-6

TYPE IN A NEW ACTG DTE OR LOB AND HIT ENTER TO CHANGE						
SC360PR	COMMONWEALTH AUTOMOBILE REINSURERS					06/25/2014
SC360SC	STATISTICAL ERROR COUNTS - COMPANY SUMMARY					11:15:30
COMPANY: 999	ACTG DTE(MM/YY): ALL	LOB: ALL	ENTER ERROR CODE: S02			
S01 CLASS	266	S19 MEDPAYLIM/CLS	8	S37 TYPE CLAIMANT	0	
S02 POLICY	248	S20 ZIP CODE	94	S38 CVG/LOSS TYPE	28	
S03 PREM DATES	0	S21 AGE/SYM/MODYR	42	S39 CATASTROPHE	16	
S04 EXPOSURE	14	S22 REGULATE 1-78	2	S40 TX/SUBLN/LOSS	0	
S05 EXP/SIGN AGRE	0	S23 ANTITHEFT DIS	4	S41 NON ZERO PREM	0	
S14 ZERO PREM CLS	0	S24 COVERAGE	22	S42 LIMITS ID CDE	0	
S07 BI PREM LIMIT	0	S25 NOFLT LOSS \$	0	S43 DISCOUNT CODE	20	
S08 PD PREM LIMIT	0	S26 ANN STAT LOB	14	S44 PARTIAL IND	12	
S09 OTC COV PREM	0	S27 ZONE RAT CODE	6	S45 CID/PROD CODE	0	
S10 COLL COV PREM	2	S28 NOFLT DEDUCT	0	S46 PRODUCER CODE	292	
S11 OTC COVERAGE	4	S29 VALUE CODE	0	S47 HITHEFT/XRSK	2	
S12 COLL COVERAGE	2	S30 PAS RESTRAINT	4	S48 POL BROAD CVG	0	
S13 RATING ID CDE	0	S31 CLAIM COUNT	30	S49 VEH IDENT NUM	52	
S14 RATNG MOD FAC	0	S32 CLAIM ID	122	V50 PHY DAM LOSS	2	
S15 ANN MILE CDE	8	S33 ACCDT TOWN	51	V51 ALLC LOSS ADJ	38	
S16 RK TY/RAT DEP	14	S34 LOSS DATES	192	V52 PREM EXP VER	0	
S17 PREMIUM TOWN	55	S35 TYPE OF LOSS	2			
S18 LIAB LIMITS	2	S36 LIAB LOSS AMT	54			
PF1/01 - HELP PANEL		PF2/02 - VIEW SHIPMENTS	:	__ :		PF12/12 - RETURN

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

1. Select By LOB (continued)

Upon entering an error code and selecting PF2, the SC360SB – STATISTICAL ERROR COUNTS – ERROR CODE SUMMARY screen appears (exhibit VIII-T-7).

Exhibit VIII-T-7

```

-----
SC360PR                COMMONWEALTH AUTOMOBILE REINSURERS                11/01/2014
SC360SB                STATISTICAL ERROR COUNTS - ERROR CODE SUMMARY                11:15:30

COMPANY: 999  ERROR CODE: S02 - POLICY
ACTG
SHIPMENT            MM/YY  ERR COUNT
=====
99920140517083     03/14      3
99920140517082     03/14      3
99920140227082     03/14      3
99920140227081     03/14      3
99920140517111     01/14     11
99920140517081     01/14     37
99920140517041     01/14     70
99920140228111     01/14     11
99920140228081     01/14     37
99920140228041     01/14     70

PF1/01 - HELP PANEL                :  _  :
PF7/07 - PAGE BACKWARD            PF8/08 - PAGE FORWARD                PF12/12 - RETURN
    
```

- All of a company’s shipments (files) are displayed in descending order by accounting date. The number of errors found within each shipment is also displayed.

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

2. Select by Accounting Date

- From the SC360SA (exhibit VIII-T-8) - Enter "ALL" to view all errors and total count of each error or enter a specific accounting date (mm/yy format) to view all errors and total count of each error for the specified date, and hit ENTER.

Exhibit VIII-T-8

```
SC360PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014
SC360SA                STATISTICAL ERROR HISTORY                      10:49:01
COMPANY:  999                MENU SELECTION

(1) SELECT BY LOB      ___   (01-16) OR (ALL)
    AND/OR
(2) SELECT BY ACTG DTE  ALL__ (MM/YY) OR (ALL)
(3) SELECT BY SHIPMENT KEY _____

ENTER LINE OF BUSINESS AND/OR ACCOUNTING DATE OR SHIP KEY THEN PRESS ENTER

                                :  _  :
PF1/01 - HELP                                PF12/12 - EXIT
```

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

2. Select by Accounting Date (continued)

The SC360SC – STATISTICAL ERROR COUNTS – COMPANY SUMMARY screen appears (exhibit VIII-T-9).

Exhibit VIII-T-9

```
TYPE IN A NEW ACTG DTE OR LOB AND HIT ENTER TO CHANGE
-----
SC360PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014
SC360SC                STATISTICAL ERROR COUNTS - COMPANY SUMMARY                11:15:30
COMPANY: 999  ACTG DTE(MM/YY): ALL  LOB: ALL  ENTER ERROR CODE: ____
S01 CLASS                266      S19 MEDPAYLIM/CLS                8      S37 TYPE CLAIMANT                0
S02 POLICY                248      S20 ZIP CODE                    94      S38 CVG/LOSS TYPE                28
S03 PREM DATES            0        S21 AGE/SYM/MODYR                42      S39 CATASTROPHE                  16
S04 EXPOSURE              14        S22 REGULATE 1-78                2        S40 TX/SUBLN/LOSS                0
S05 EXP/SIGN AGRE         0        S23 ANTITHEFT DIS                4        S41 NON ZERO PREM                0
S14 ZERO PREM CLS         0        S24 COVERAGE                    22      S42 LIMITS ID CDE                0
S07 BI PREM LIMIT        0        S25 NOFLT LOSS $                 0        S43 DISCOUNT CODE              20
S08 PD PREM LIMIT        0        S26 ANN STAT LOB                 14      S44 PARTIAL IND                  12
S09 OTC COV PREM         0        S27 ZONE RAT CODE                6        S45 CID/PROD CODE                0
S10 COLL COV PREM        2        S28 NOFLT DEDUCT                 0        S46 PRODUCER CODE               292
S11 OTC COVERAGE         4        S29 VALUE CODE                   0        S47 HITHEFT/XRSK                 2
S12 COLL COVERAGE        2        S30 PAS RESTRAINT                 4        S48 POL BROAD CVG                0
S13 RATING ID CDE        0        S31 CLAIM COUNT                  30      S49 VEH IDENT NUM                52
S14 RATNG MOD FAC         0        S32 CLAIM ID                    122     V50 PHY DAM LOSS                 2
S15 ANN MILE CDE          8        S33 ACCDT TOWN                   51     V51 ALLC LOSS ADJ                38
S16 RK TY/RAT DEP        14        S34 LOSS DATES                   192     V52 PREM EXP VER                 0
S17 PREMIUM TOWN         55        S35 TYPE OF LOSS                  2
S18 LIAB LIMITS          2        S36 LIAB LOSS AMT                 54
PF1/01 - HELP PANEL      PF2/02 - VIEW SHIPMENTS : __ : PF12/12 - RETURN
```

- You can change the accounting date in the heading using the format mm/yy then hit ENTER to view the error counts for specified accounting date.
- You can change the LOB in the heading then hit ENTER to display the error counts for the specified LOB.
- You can change BOTH the accounting date and the LOB together if desired.

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

2. Select by Accounting Date (continued)

- From the SC360SC screen (exhibit VIII-T-10), you can enter a specific error code to view more information about that error code. Type any three digit error code in the "Enter Error Code" field and select PF2 or tab to option field, type "02", and hit ENTER to view **ALL** the shipments for the error code entered. **Please note this option displays all the shipments for the error code entered regardless of accounting date and LOB.**

Exhibit VIII-T-10

TYPE IN A NEW ACTG DTE OR LOB AND HIT ENTER TO CHANGE						
-----						
SC360PR	COMMONWEALTH AUTOMOBILE REINSURERS					06/25/2014
SC360SC	STATISTICAL ERROR COUNTS - COMPANY SUMMARY					11:15:30
COMPANY: 999	ACTG DTE(MM/YY): ALL	LOB: ALL	ENTER ERROR CODE: S02			
S01 CLASS	266	S19 MEDPAYLIM/CLS	8	S37 TYPE CLAIMANT	0	
S02 POLICY	248	S20 ZIP CODE	94	S38 CVG/LOSS TYPE	28	
S03 PREM DATES	0	S21 AGE/SYM/MODYR	42	S39 CATASTROPHE	16	
S04 EXPOSURE	14	S22 REGULATE 1-78	2	S40 TX/SUBLN/LOSS	0	
S05 EXP/SIGN AGRE	0	S23 ANTITHEFT DIS	4	S41 NON ZERO PREM	0	
S14 ZERO PREM CLS	0	S24 COVERAGE	22	S42 LIMITS ID CDE	0	
S07 BI PREM LIMIT	0	S25 NOFLT LOSS \$	0	S43 DISCOUNT CODE	20	
S08 PD PREM LIMIT	0	S26 ANN STAT LOB	14	S44 PARTIAL IND	12	
S09 OTC COV PREM	0	S27 ZONE RAT CODE	6	S45 CID/PROD CODE	0	
S10 COLL COV PREM	2	S28 NOFLT DEDUCT	0	S46 PRODUCER CODE	292	
S11 OTC COVERAGE	4	S29 VALUE CODE	0	S47 HITHEFT/XRSK	2	
S12 COLL COVERAGE	2	S30 PAS RESTRAINT	4	S48 POL BROAD CVG	0	
S13 RATING ID CDE	0	S31 CLAIM COUNT	30	S49 VEH IDENT NUM	52	
S14 RATNG MOD FAC	0	S32 CLAIM ID	122	V50 PHY DAM LOSS	2	
S15 ANN MILE CDE	8	S33 ACCDT TOWN	51	V51 ALLC LOSS ADJ	38	
S16 RK TY/RAT DEP	14	S34 LOSS DATES	192	V52 PREM EXP VER	0	
S17 PREMIUM TOWN	55	S35 TYPE OF LOSS	2			
S18 LIAB LIMITS	2	S36 LIAB LOSS AMT	54			
PF1/01 - HELP PANEL			PF2/02 - VIEW SHIPMENTS	:	:	PF12/12 - RETURN

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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

2. Select by Accounting Date (continued)

Upon entering an error code and selecting PF2, the SC360SB – STATISTICAL ERROR COUNTS – ERROR CODE SUMMARY screen appears (exhibit VIII-T-11).

Exhibit VIII-T-11

```
-----  
SC360PR                COMMONWEALTH AUTOMOBILE REINSURERS                06/25/2014  
SC360SB                STATISTICAL ERROR COUNTS - ERROR CODE SUMMARY        11:15:30  
  
COMPANY: 999  ERROR CODE: S02 - POLICY  
ACTG  
SHIPMENT            MM/YY      ERR COUNT  
=====
```

SHIPMENT	MM/YY	ERR COUNT
99920140517083	03/14	3
99920140517082	03/14	3
99920140227082	03/14	3
99920140227081	03/14	3
99920140517111	01/14	11
99920140517081	01/14	37
99920140517041	01/14	70
99920140228111	01/14	11
99920140228081	01/14	37
99920140228041	01/14	70

```
PF1/01 - HELP PANEL                : __ :  
PF7/07 - PAGE BACKWARD            PF8/08 - PAGE FORWARD            PF12/12 - RETURN
```

- All of a company’s shipments (files) are displayed in descending order by accounting date. The number of errors found within each shipment is also displayed.



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CHAPTER VIII - STATISTICAL CORRECTIONS

S. VIEWING STATISTICAL ERROR HISTORY FILE (CONTINUED)

3. Select by Shipment Key (continued)

Exhibit VIII-T-14

SC360PR	COMMONWEALTH AUTOMOBILE REINSURERS	06/25/2014
SC360SE	STATISTICAL ERROR COUNTS - <b>LOSS SHIPMENT SUMMARY</b>	11:15:30
SHIPMENT: 99920140517083		
S01 CLASS	0	S27 ZONE RAT CODE 0
S02 POLICY	3	S28 NOFLT DEDUCT 0
S13 RATING ID CDE	0	S29 VALUE CODE 0
S15 ANN MILE CDE	0	S30 PAS RESTRAINT 0
S16 RK TY/RAT DEP	0	S31 CLAIM COUNT 0
S17 PREMIUM TOWN	0	S32 CLAIM ID 0
S18 LIAB LIMITS	0	S33 ACCDT TOWN 0
S19 MEDPAYLIM/CLS	0	S34 LOSS DATES 2
S20 ZIP CODE	0	S35 TYPE OF LOSS 0
S21 AGE/SYM/MODYR	0	S36 LIAB LOSS AMT 0
S22 REGULATE 1-78	0	S37 TYPE CLAIMANT 0
S23 ANTITHEFT DIS	0	S38 CVG/LOSS TYPE 1
S24 COVERAGE	1	S39 CATASTROPHE 0
S25 NOFLT LOSS \$	0	S40 TX/SUBLN/LOSS 0
S26 ANN STAT LOB	0	S42 LIMITS ID CD 0
		S43 DISCOUNT CODE 0
		S44 PARTIAL IND 0
		S45 CID/PROD CODE 0
		S46 PRODUCER CDE 3
		S47 HITHEFT/XRSK 0
		S48 POL BRD CVG 0
		S49 VEH IDENT NO 0
		V50 PHY DAM LOSS 0
		V51 ALLC LOSS ADJ 0
PF1/01 - HELP PANEL : _ :		
PF12/12 - RETURN		

- The title will display “Loss Shipment Summary” or “Premium Shipment Summary” depending on the shipment key module entered.
- Only errors pertaining to premiums will appear on the SC360SD screen.
- Only errors pertaining to losses will appear on the SC360SE screen.