

Overview

The CAR Cession System is a subset of the overall CAR Accounting System that is limited to cession records only. It differs from the Statistical System in that the Cession System is a cumulative file containing data for all open policies. Note that only the three most current effective years are considered active. A cession represents the notification from a company that it wants CAR to cover the policy. You may submit cessions through FTP, or using CAR's on-line system.

The CAR Cession System is a "policy-based" system meaning that CAR performs edits comparing the cession record to other cession records and to the premium and loss records on a policy, as opposed to "record-by-record" editing in the statistical system. To maintain and access cession records quickly, CAR established a "key". The "key" is

- Company Number
- Policy Effective Year
- Policy Number

Thus, the system treats all the cession records with the same key as part of a policy.

Throughout this manual, cession activity is described in one of four ways:

Adds - refer to new cession records, and include all four transaction types: TX1 - new business, TX2 - renewal, TX4 - flat cancellation, and TX5 - uncede.

Corrections - refer to changes to existing cession records, which may or may not eliminate an error.

Deletes - refer to the deactivation of a duplicate cession or the deletion of an invalid, non-matching TX4 or TX5 cession.

Nulls - refer to a TX1 or TX2 cession deactivated by a TX4 or TX5 cession.

The following chart outlines CAR's current processing schedule:

Daily:	Records submitted after 7:00pm will be assigned a receipt date equal to follow CAR business day. Process and load FTP cessions within 1 day of receipt. Online adds are added immediately to the permanent database file and uploaded to the mainframe policy history nightly. Upon upload, the ceded policy has the "edit needed" switch set on the Common Area record for processing through the accounting edits.
Weekly:	Any cession adds or changes are included as part of the CAR Accounting Load and editing routine that determines CAR coverage of a ceded policy.

Overview (continued)

The Cession on-line system allows the options of browsing active cessions, correction pairs, and cessions that have been deleted or nulled. You can also add, correct and delete cession records. New cession records and corrections made through the on-line system are edited and added immediately to the permanent database file. Records with fatal errors will not be loaded to the Cession file unless the fatal error is eliminated. Regardless of how the data is originally reported to CAR, all loaded cession data can be viewed through the on-line application. This option allows for a more timely cession verification process.

A summary of each function is listed below:

Cession Entry allows new cession records to be submitted directly to CAR through the on-line application. The system will immediately edit the newly added record. If any fatal or non-fatal errors are detected, they will display with an error description. The unique feature of the on-line system is that, not only does it identify errors before submitting a record to CAR, but it also allows the error to be corrected. Once the record is applied, all the data fields remain filled in so that repetitive data does not have to be continuously entered.

Cession Correction is comprised of recently loaded cessions as well as older, uncorrected cession errors with non-fatal errors. Corrections can be made through the cession errors on-line. The system will immediately edit the correction and add the record to the cession file. If any fatal or non-fatal errors are detected, they will display with an error description.

Cession Update allows updates to records regardless of whether an error exists or not. For example, the insured's name or producer code may be changed even though the cession has no error. This application has the same functionality as the Cession Correction.

Company Notes is used to post any information that is specific to a Cession record that company personnel can use for reference.

Cession Records lists adds, corrections and deletes, and nulls by specific load date, effective date, producer code, error code or received date. It also indicates if a cession contains a nonfatal cession error. If CAR received the cession after the policy effective date, an * appears next to the cession.

Batch Totals displays batch totals by date received and media type. These batch totals can be used in conjunction with Servicing Carriers' cession verification procedures.

Fatal Cessions displays any cessions contained in that week's cession load which incurred a fatal error. Only those cessions submitted via FTP transmission will appear on this report. Cessions that are added through the online cession reporting application and which contain a fatal error are not accepted at point of entry and will not appear on the report.

Cession Entry

Use this function to submit a new cession record.

Once all the information has been input into the fields click the Add button. CAR edits the new record through the fatal and non-fatal cession edits. Records that have fatal errors cannot be added to the cession file. Any fatal edits will have to be corrected before they can be applied. Hit Add or Submit to complete the process. Records that have a non-fatal error may be fixed before permanently adding the record. Once a record is added, message appears "Record Has Been Added."

If you choose to apply an Add that has been found to have a non-fatal error, the record is directly added to the Cession database file with the error and will appear on the Cession Correction grid.

As you continue to add other, new cession records, all the fields remain filled in on the record (including any non-fatal error messages). Type over the fields with the data for the next cession record and then click add. (This was done so that you will not have to type repetitive data. For example, when adding January 1st cessions, you may have a great deal. This allows you to enter data without having to re-key some of the duplicate fields).

All the cessions that are entered in one day are considered one batch.

The screenshot shows the 'Cession Entry' web form. At the top, there is a navigation bar with links: Home, About CAR, MAIP, Reports, Bulletins, Manuals, Committees, Calendar, Contact Us, Schedules, Training. Below this is a secondary navigation bar with links: Home, About CAR, MAIP, Reports, Bulletins, Manuals, Committees, Calendar, Contact Us, Schedules, Training, FAQ, Site Map, Help, Search. The main content area is titled 'Cession Entry' and contains the following form fields:

- Company: 999
- CAR ID: 4 - Voluntary Agent (dropdown)
- Policy ID: [empty]
- Eff Date: [calendar icon]
- Exp Date: [calendar icon]
- Reov Date: 04/05/2019 (calendar icon)
- Risk Type: 2 - All Other Commercial (dropdown)
- Trans Code: 1 - New Business (dropdown)
- Insured Name: [empty]
- Producer Code: [empty]

At the bottom of the form are two buttons: 'Add' and 'Reset'. The left sidebar contains the following menu items:

- Reports > CAR Accounting
 - Cession Data
 - Cession Entry
 - Cession Correction
 - Cession Update
 - Company Notes
 - Cession Reports
 - Cession Records
 - Batch Totals
 - Fatal Cessions
 - Flat Cancellation
 - Flat Cancel Sample
 - Additional Applications in Commercial Only
 - Forms, Manuals
 - Experience Rating
 - Rate Edit
 - Servicing Carrier Profile

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Cession Correction

Use this function to correct existing cession records that have one or more non-fatal cession errors that were submitted via either method: on-line or FTP.

Enter the criteria at the top of the page for the listing you want to view or leave it all blank and retrieve up to 1000 records. The system brings you to the records within the criteria you entered. If you entered invalid criteria, or if there are no errors for your company, the message "no records found" appears. To get a different group of 1000 of records change the search criteria.

The error total grid displays the number of records in each error type to help make correction of error types easier.

The columns in the grid are sortable to also allow more flexibility in record groupings.

Field Definitions are available through tooltips. Hold the mouse over the column title and the field definition will appear.

Cession Correction
 Use this function to correct an existing cession record that has a non-fatal error. Please select a cession from the grid for correcting. Place your mouse cursor over the grid headings to see a description of each column.

Company: 999 Policy ID: Eff Date Start: Eff Date Stop: Producer Code:

Error Code: - Any - Recv Date Start: Recv Date Stop:

Retrieve Results limited to first 1000 records. Use criteria or sorting to narrow results.

Error Code Totals																	
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18
0	0	0	7	514	49	926	1233	3	0	0	0	0	19	35	0	0	0

Co No	Prod Code	C I D	Policy ID	R E C	Eff Date	Exp Date	I X	Insured Name	Receipt Date	I N F	Error Codes
999	463648	4	9999999999	3	07/01/2017	07/01/2018	4	ZZZZZZZZZZZZ	11/05/2017		000000000000001000
999	464575	5	9999999999	1	09/20/2017	09/20/2018	2	ZZZZZZZZZZZZ	08/21/2017	Y	00001000000000000000
999	464883	4	9999999999	1	11/21/2017	11/21/2018	2	ZZZZZZZZZZZZ	10/20/2017	Y	00001000000000000000
999	463971	4	9999999999	1	12/19/2017	12/19/2018	2	ZZZZZZZZZZZZ	11/17/2017	Y	00001000000000000000
999	463648	4	9999999999	1	12/16/2017	12/16/2018	2	ZZZZZZZZZZZZ	11/14/2017	Y	00000110000000000000
999	463971	4	9999999999	1	11/07/2017	11/07/2018	2	ZZZZZZZZZZZZ	10/06/2017	Y	00001000000000000000
999	463648	4	9999999999	1	12/06/2017	12/06/2018	2	ZZZZZZZZZZZZ	11/06/2017	Y	00000110000000000000
999	463648	4	9999999999	1	11/17/2017	11/17/2018	2	ZZZZZZZZZZZZ	10/17/2017	Y	00000110000000000000
999	463648	4	9999999999	1	11/01/2017	11/01/2018	2	ZZZZZZZZZZZZ	10/02/2017	Y	00000110000000000000
999	467077	4	9999999999	1	02/11/2017	02/11/2018	2	ZZZZZZZZZZZZ	01/10/2017	Y	00001000000000000000
999	464883	4	9999999999	1	11/01/2017	11/01/2018	2	ZZZZZZZZZZZZ	10/02/2017	Y	00001000000000000000
999	462658	4	9999999999	1	01/13/2017	01/13/2018	1	ZZZZZZZZZZZZ	01/18/2017	Y	00001000000000000000
999	468446	4	9999999999	1	04/03/2017	04/03/2018	4	ZZZZZZZZZZZZ	04/19/2017		0000000000000010000
999	462333	4	9999999999	1	06/06/2017	06/06/2018	1	ZZZZZZZZZZZZ	05/19/2017	Y	00001000000000000000
999	462333	4	9999999999	1	06/04/2017	06/04/2018	1	ZZZZZZZZZZZZ	06/14/2017	Y	00001000000000000000
999	463337	4	9999999999	3	06/21/2017	06/21/2018	4	ZZZZZZZZZZZZ	07/10/2017		000000000000001000

Correct

Cession Correction (continued)

To correct a record, highlight the desired record and click correct.

The screen displays the cession record selected with fields in error bolded in red. The error code and description shown is the current error status of the cession record.

Tab to the field(s) in error, edit and click correct. Once you click Correct, CAR edits the correction you input through the fatal and non-fatal cession edits. When the edit procedure is complete and if the correction passes successfully through the edits, the message “The record is now error-free. Please click 'Correct' to remove the error condition for this cession. Click 'Correct' again to save record.” appears at the top of the screen. Once Correct is clicked a second time the record is directly added to the cession database. Once corrected, the system brings you back to the main list and gives a corrected message at the top of the screen.

If your correction is fatal, a message indicating the type of error appears at the top of the screen. The system will not allow you to add a fatal cession record. To re-enter the correction, tab back to the field and type over your correction, then click correct or click cancel.

If non-fatal error is found, the non-fatal error code(s) are displayed and “Click 'Correct' again to save record with non-fatal errors” message appears at the top of the screen. After applying the correction, the correction grid will reload with a confirmation message including the correction record information just added.

A note can be added to any error record from the correction detail screen.

If the record selected is now error free, the message “There are currently no errors. (Often because of changing conditions, such as an updated Producer File). Please click 'Correct' to remove the error condition for this cession.” appears at the top of the screen.

Deleting a Cession

You can delete only those cessions that meet one of the following criteria:

- 1) A TX1 or TX2 cession in duplicate error
- 2) A TX4 or TX5 in error

You cannot randomly delete TX1 or TX2 cessions. If a record that cannot be deleted is selected the message “delete not allowed” displays after delete is clicked.

Cession Update

Cession update allows you to correct or delete a cession record without accessing it through Cession Correction. Cessions that are not in error can also be corrected through this function, such as a name change or a producer code change.

To correct the record enter the key information, (Policy No, Eff Yr, Rec No (record number is optional)), click Retrieve. All cessions matching the criteria appear at the bottom of the screen. Select the record you want to change in the top portion, then tab to the field in the bottom, change it and click update.

If your correction is fatal, a message indicating the type of error appears at the top of the screen. The system will not allow you to add a fatal cession record. To re-enter the correction, tab back to the field and type over your correction, then click correct or click cancel.

If non-fatal error is found, the non-fatal error code(s) are displayed and “Click ‘Correct’ again to save record with non-fatal errors” message appears at the top of the screen and below the grids

If you choose to apply a correction that has a non-fatal error, CAR will load the cession correction to its database file, it will appear in the cession correction grid.

The screenshot shows the 'Cession Update' page in the CAR system. At the top, there is a navigation menu with links: Home, About CAR, MAIP, Reports, Bulletins, Manuals, Committees, Calendar, Contact Us, Schedules, and Training. Below this is a secondary menu with links: Home, FAQ, Site Map, Help, and Search.

The main content area is titled 'Cession Update' and includes the following text: 'Use this function to change specific fields on the cession record such as Insured's Name, Producer Code, Effective Month or Day, Transaction Code, etc. To find the record(s), enter some search criteria and click 'Retrieve'.'

The form contains several input fields and buttons:

- Search Fields:** Company (text box with '999'), Pol Eff Year (text box), Policy ID (text box), and Rec No (text box). A 'Retrieve' button is located below these fields.
- Record Selection Fields:** CAR ID (dropdown menu showing '4 - Voluntary Agent'), Policy ID (text box), Eff Date (calendar icon), Exp Date (calendar icon), and Recv Date (text box).
- Update Fields:** Risk Type (dropdown menu showing '1 - Taxi/Limo/CAR Service'), Trans Code (dropdown menu showing '1 - New Business'), Insured Name (text box), and Producer Code (text box). 'Update', 'Delete', and 'Notes' buttons are located below these fields.

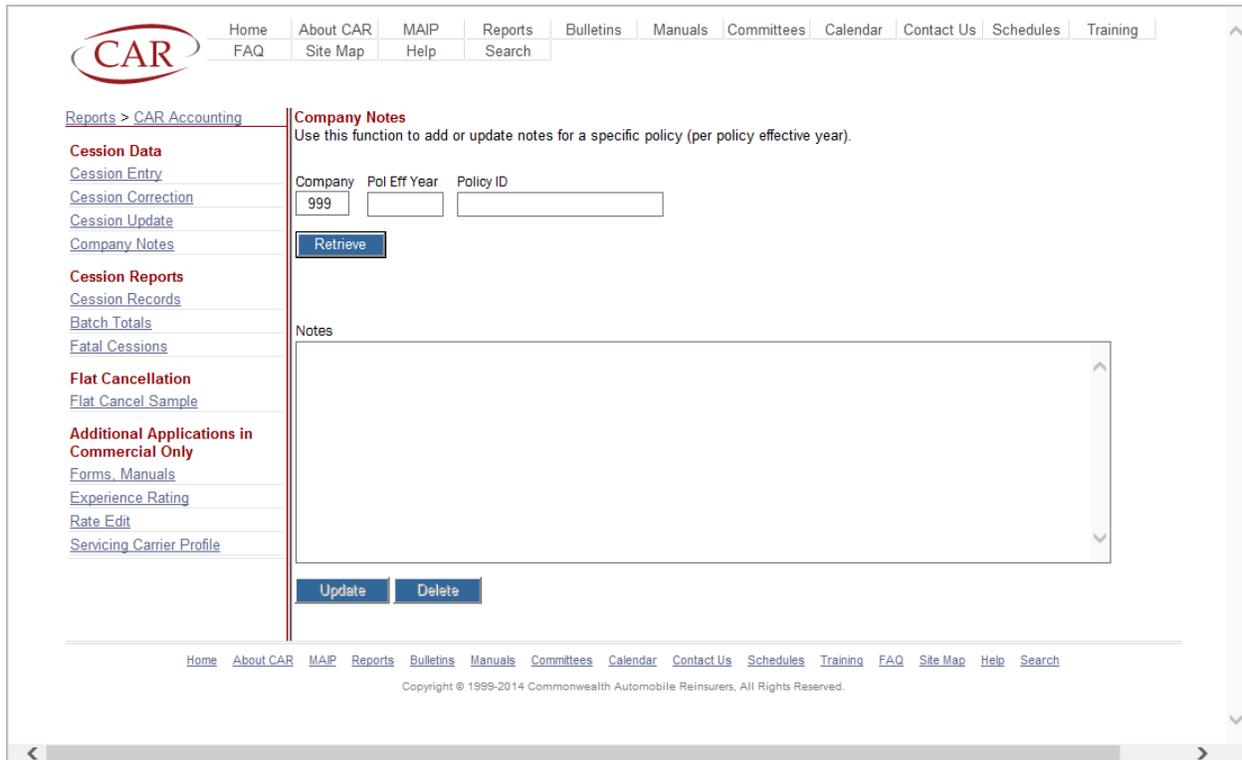
On the left side, there is a sidebar menu with the following categories and links:

- Reports > CAR Accounting**
 - Cession Data
 - Cession Entry
 - Cession Correction
 - Cession Update
 - Company Notes
- Cession Reports**
 - Cession Records
 - Batch Totals
 - Fatal Cessions
- Flat Cancellation**
 - Flat Cancel Sample
- Additional Applications in Commercial Only**
 - Forms, Manuals
 - Experience Rating
 - Rate Edit
 - Servicing Carrier Profile

At the bottom of the page, there is a footer with the same navigation menu as the top and a copyright notice: 'Copyright © 1998-2014 Commonwealth Automobile Reinsurers, All Rights Reserved.'

Company Notes

Use this function to add or update notes for a specific policy (per policy effective year). This is for internal company use only for company personnel to communicate to each other on the status of a cession error record.



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Company Notes
Use this function to add or update notes for a specific policy (per policy effective year).

Company Pol Eff Year Policy ID
999

Notes

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Cession Records

Cession Records allows you to view adds, corrections, deletes and nulls by status, load date, effective date, producer code, insured name or receipt date.

Enter the criteria at the top of the page for the listing you want to view or leave it all blank and retrieve up to 1000 records. The system brings you to the records within the criteria you entered. If you entered invalid criteria, or if there are no errors for your company, the message "no records found" appears. To get a different group of 1000 of records change the search criteria

The columns in the grid are sortable to also allow more flexibility in record groupings.

Active lists all active cession records for the last three most current years.

Deleted are records deleted through the Cession Correction or Cession Update.

Correction Pairs are displayed in pairs: the first line is the original cession and the second line is the corresponding correction record.

Nulls are records that were either nulled with a transaction "4" or "5" cession.

Field Definitions are available through tooltips. Hold the mouse over the column title and the field definition will appear.

Cession Records (continued)

Cession Records
 Use this function to view all cession records for the three most current reporting years. For Active cessions and Correction Pairs you can select a Load-Date range, whereas for Deleted or Nulled/Unceded cessions you can select a Deactivate-Date range.

Company: 999 | Policy ID: | Status: Active | Cession Load/Deact Start: | Cession Load/Deact Stop: |

Eff Date Start: | Eff Date Stop: | Producer Code: | Media Type: All |

Insured Name: | Recv Date Start: | Recv Date Stop: |

[Retrieve](#) Results limited to first 1000 records. Use criteria or sorting to narrow results.

[Export to Excel](#)

Co No	L A T E D	Policy ID	R E C	Eff Date	Exp Date	I X	Insured Name	Recv Date	Prod Code	I Y E	S T E	N O T E	Error Codes
999	5	9999999999	1	04/02/2017	04/02/2018	2	ZZZZZZZZZZ	03/24/2017	460127	0	A		0000000000111111111
999	5	9999999999	1	04/01/2017	04/01/2018	2	ZZZZZZZZZZ	03/03/2017	460127	0	A		0000000000000000000
999	4	9999999999	2	04/04/2017	04/04/2018	4	ZZZZZZZZZZ	03/16/2017	469439	0	A		0000000000000000000
999	5	9999999999	1	04/06/2017	04/06/2018	2	ZZZZZZZZZZ	03/30/2017	460127	0	A		0000000000000000000
999	5	9999999999	2	04/06/2017	04/06/2018	1	ZZZZZZZZZZ	04/07/2017	460127	3	A		0000000000000000000
999	4	9999999999	1	04/01/2017	04/01/2018	2	ZZZZZZZZZZ	02/28/2017	463438	0	A		0000000000000000000
999	5	9999999999	1	04/11/2017	04/11/2018	2	ZZZZZZZZZZ	03/10/2017	460127	0	A		0000000000000000000
999	5	9999999999	1	04/11/2017	04/11/2018	2	ZZZZZZZZZZ	03/10/2017	460127	0	A		0000000000000000000
999	5	9999999999	1	04/09/2017	04/09/2018	2	ZZZZZZZZZZ	04/08/2017	460127	0	A		0000000000000000000
999	5	9999999999	1	04/07/2017	04/07/2018	2	ZZZZZZZZZZ	01/18/2017	460127	0	A		0000000000000000000
999	5	9999999999	1	04/15/2017	04/15/2018	2	ZZZZZZZZZZ	03/28/2017	460127	0	A		0000000000000000000
999	5	9999999999	1	04/12/2017	04/12/2018	2	ZZZZZZZZZZ	03/13/2017	460127	0	A		0000000000000000000
999	4	9999999999	1	04/01/2017	04/01/2018	2	ZZZZZZZZZZ	02/28/2017	462293	0	A		0000000000000000000
999	5	9999999999	1	04/21/2017	04/21/2018	2	ZZZZZZZZZZ	03/23/2017	460127	0	A		0000000000000000000

[Details](#)

In addition to the standard cession information it also provides information on the premium status for the policy and if the cession is the active in-force cession. The * indicates that CAR received the cession records after the 23 day extension on new business or after the effective date on renewal business.

To view the detail of a record, highlight the desired record and click detail, the selected record will display on the next screen or use the excel export option to display multiple detailed records.

Batch Totals

Summary totals by date received and media type.

A batch is defined as a single day's on-line data entry or FTP submission. The batch total screen provides you with a list of cession batch totals in date received order. Each received date is sorted into batch types: 01 - adds and 03 – corrections and media types: 60 – online and 85 - FTP. Use this function to administer your cession verification procedures by confirming the number of cessions you submitted on a particular date.

Field Definitions are available through tooltips. Hold the mouse over the column title and the field definition will appear.

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Reports > CAR Accounting

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Batch Totals
 Summary total by date received and media type.

Company: 999
 Batch Load Date Start: [Calendar]
 Batch Load Date Stop: [Calendar]

[Retrieve](#) Results limited to first 1000 records. Use criteria or sorting to narrow results.

[Export to Excel](#)

Co No	Media Type	Batch Type	Susp Total	Cess Total	Valid	Invalid	Fatal	Deleted	Corrected	Recv Date	Load Date
999	85	01	24	0	0	0	0	0	0	04/04/2019	04/04/2019
999	85	01	0	19	18	1	0	0	0	04/03/2019	04/03/2019
999	85	01	0	44	42	2	0	0	0	04/02/2019	04/02/2019
999	60	03	0	0	0	0	0	0	3	01/09/2019	04/01/2019
999	85	01	0	31	27	4	0	0	0	04/01/2019	04/01/2019
999	60	01	0	1	1	0	0	0	0	03/28/2019	03/29/2019
999	85	01	0	17	16	1	0	0	0	03/29/2019	03/29/2019
999	85	01	0	19	19	0	0	0	0	03/28/2019	03/28/2019
999	60	03	0	0	0	0	0	74	0	03/21/2019	03/27/2019
999	85	01	0	11	11	0	0	0	0	03/27/2019	03/27/2019
999	85	01	0	45	45	0	0	0	0	03/26/2019	03/26/2019
999	85	01	0	15	15	0	0	0	0	03/25/2019	03/25/2019
999	60	03	0	0	0	0	0	0	1	03/11/2019	03/22/2019
999	85	01	0	30	30	0	0	0	0	03/22/2019	03/22/2019
999	86	01	0	30	0	30	0	0	0	03/22/2019	03/22/2019
999	87	01	0	30	0	30	0	0	0	03/22/2019	03/22/2019
999	85	01	0	14	13	1	0	0	0	03/21/2019	03/21/2019

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Fatal Cessions

Use this function to view all fatal cessions by policy id, effective date, error code and receive date.

This report is updated each time CAR loads cession records to its cession database file. It displays any cessions contained in a cession load which incurred a fatal error. Only those cessions submitted via FTP transmission will appear on this report. Cessions that are added through the online cession reporting application and which contain a fatal error are not accepted at point of entry, so they can not appear on the report.

Field Definitions are available through tooltips. Hold the mouse over the column title and the field definition will appear.

The columns in the grid are sortable to also allow more flexibility in record groupings

The excel export option lists multiple detailed records.

Fatal Cessions
Use this function to view all fatal cessions.

Company: 999 Policy ID: Eff Date Start: Eff Date Stop: Producer Code:

Error Code: - Any - Recv Date Start: Recv Date Stop:

Retrieve 19 records found.

01	02	03	04	05	06	07	08	09	10
1	1	0	14	0	14	3	15	1	0

[Export to Excel](#)

Co No	Policy ID	R S I D	K I X	Eff Date	Exp Date	Insured Name	State Code	Recv Date	Error Codes	
999	9999999999	2	4	2	22/13/2019	22/13/2020	ZZZZZZZZZZ	20	01/24/2019	01010100
999	9999999999	3	4	2	02/27/2019	02/27/2020	ZZZZZZZZZZ	20	01/24/2019	0001011000
999	9999999999	2	8	2	02/08/2019	02/08/2020	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	4	4	02/08/2019	02/08/2020	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	5	1	01/13/2019	01/13/2020	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	4	1	01/11/2019	01/11/2020	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	5	1	01/11/2019	01/11/2020	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	4	1	01/10/2019	01/10/2020	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	1	4	1	01/09/2019	01/09/2020	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	5	1	12/31/2018	12/31/2019	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	4	1	12/31/2018	12/31/2019	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	4	1	12/20/2018	12/20/2019	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	5	3	12/17/2018	12/17/2019	ZZZZZZZZZZ	20	01/24/2019	0001010110
999	9999999999	2	4	2	02/27/2017	02/27/2018	ZZZZZZZZZZ	20	01/24/2019	0001010100
999	9999999999	2	4	2	02/13/2015	02/13/2016	ZZZZZZZZZZ	20	01/24/2019	1000000000
999	9999999999	0	5	2	04/07/2019	04/07/2020	ZZZZZZZZZZ	20	03/18/2019	0000001000
999	9999999999	0	5	2	03/26/2019	03/26/2020	ZZZZZZZZZZ	20	02/19/2019	0000001000