

14 July 2020

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

Dear Valued Client:

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

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

### *Contents*

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1. [Improved Habitational IntelliQuote](#) – The Habitational IQ has been revised and streamlined with a simplified Coverage Item Wizard, “shared fields” allowing control of multiple companies, the option to view or hide non-required fields, and a new Endorsements form. In addition, when you switch between IQs in the Documents Window, the IQs will no longer automatically recalculate with each view.
2. [Improved Auto IntelliQuote](#) – The Auto IQ has been revised and streamlined with a simplified Coverage Item Wizard, “shared fields” allowing control of multiple companies, and the option to view or hide non-required fields. In addition, improvements have been made to the Optional Coverages window, and a vehicle's endorsements can now be managed in the new Endorsements form.
3. [Insert Active Hyperlink in TBW/TUW Email](#) – Use the new “Insert Hyperlink” feature to add one or more active links to an email message.
4. [Additional Filtering Options for Processed CSIO/I-Biz Report](#) – The Processed CSIO/I-Biz Report has been enhanced with the option to filter the report by Agency, Branch, and Department, as well as the ability to select whether to include eDocs in report results.
5. [Additional Columns in AR and AP Aged Detail Reports](#) – The AR and AP Aged Detail Reports have been enhanced with two additional columns of information: Bill Type and Description.

## 1. Improved Habitational IntelliQuote

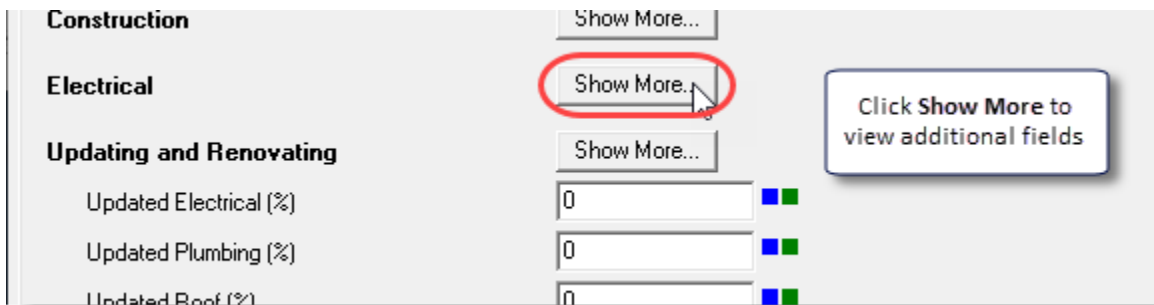
Creating and modifying a Habitational IntelliQuote in TBW/TUW is now quicker, easier, and more efficient. This program enhancement includes the following improvements to the Habitational IQ:

- Revised and streamlined steps/tabs in the Coverage Item Wizard
- “Shared fields” allowing control of multiple companies with one field, with the ability to modify selections for individual companies as required
- “Show More”/“Show Less” buttons to view/hide non-required fields
- A new Endorsements form to view and manage endorsements
- Right-click the principal dwelling in Optional Coverages to access Endorsement options
- Switch between IQs in the Document Window without the IQs automatically recalculating with each view

To view these changes, edit an existing Habitational IQ or initiate a new Habitational IQ in the usual way. As you enter or modify applicable details in each step of the revised and simplified Coverage Item Wizard, keep the following helpful tips in mind:

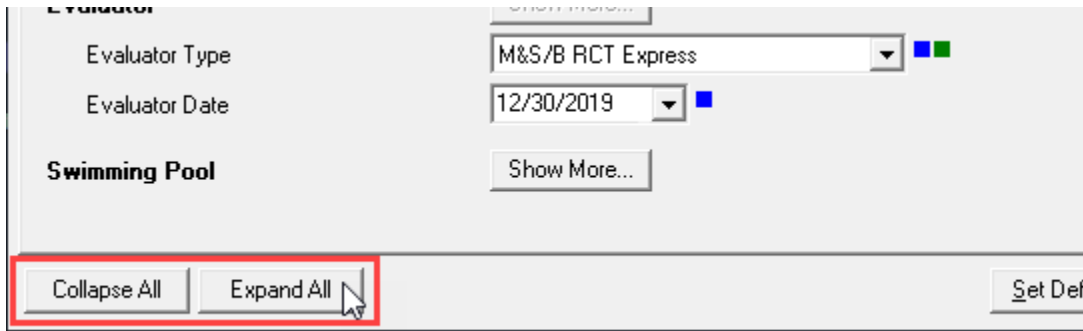
- **Use the Show More/Show Less buttons to view/hide non-required fields. Fields required for rating are displayed in each step** when the **Show Less** button is selected. Additional/non-required fields can be viewed by clicking the corresponding **Show More** button. Click **Show More** in applicable sections in the IQ to display all fields and view/enter additional details (see Figure 1.1).
  - When you click the **Show More** button, it will toggle to the **Show Less** button, which you can click to hide those additional fields.

(Figure 1.1)



- You can use the **Collapse All/Expand All** buttons in the lower left corner of the screen (see Figure 1.2) to hide/view *all* non-required fields on this tab/step. These buttons can be used in combination with the Show More/Show Less buttons, which can be used to view/hide fields in specific sections, as required.
- Note that the selected settings will apply/be remembered in Coverage Item Properties until changed by the user.

(Figure 1.2)



- While all fields that must be completed in the IQ are displayed, remember that **other fields/factors may impact rating**. Providing more detail will return better results.
  - **Best Practice Tip:** As you enter property details, click the Show More button in each section and fill in as many relevant fields as possible.
- The Habitational IQ has been enhanced with “shared fields” that allow control of multiple companies with one field. When you make a selection in a shared field, it will automatically be applied to all companies. Then, if you would like to view or modify details for one or more specific companies, use the **Show More** button to view applicable fields and make individual selections (see Figure 1.3).
  - **Best Practice Tip:** If a shared field has been prepopulated with your target selection, it is recommended to reselect/refresh that value to ensure it populates to all companies.
  - The value displayed in the shared field will always be the most commonly selected value. For example, if you select a \$500 deductible for two companies and a \$1000 deductible for one company, the main (shared) Deductible field will display \$500.

(Figure 1.3)



## Underwriting Details Step/Tab

In the **Underwriting Details** step (see Figure 1.4), required fields are displayed. Click the **Show More** button to view/modify additional non-required fields in the corresponding section.

(Figure 1.4)

**Coverage Item Wizard - Step 1 of 8 - Primary Item**

**Underwriting Details**  
Enter the Underwriting Details for this coverage item.

■ = Used for Rating  
■ = Used for the Application

Description: [Text Field]

**Updating and Renovating** [Show More...]

Under Construction: [No] [■]

Acting as Own Contractor: [No] [■] [■]

**Security** [Show More...]

Local Security System: [No] [■] [■]

**Fire** [Show More...]

Local Fire Alarm: [No] [■] [■]

Water Leak Detection System: [No] [■]

24 Hr. Manned Firehall: [No] [■]

**Underwriting Details** [Show More...]

Mutual Membership: [Dropdown] [■]

Year Built: [2018] [■] [■]

Number of Families: [1] [■] [■]

Occupancy: [Owner] [Dropdown] [■]

Accessible Year Round: [Yes] [Dropdown] [■]

First Time Homeowner: [No] [Dropdown] [■]

Rooming/Boarding House: [No] [Dropdown] [■]

Bareland Condo: [No] [Dropdown] [■] [■]

**Location Details** [Show More...]

**Evaluator** [Show More...]

Evaluator Type: [M&S/B RCT Express] [Dropdown] [■] [■]

Evaluator Date: [07/18/2019] [Dropdown] [■]

**Swimming Pool** [Show More...]

[Collapse All] [Expand All] [Set Defaults] [Back] [Next >] [Finish] [Cancel]

## Location Step/Tab

In the **Location** step, all required fields will be visible.

- The **Legal Postal Code** will populate automatically based on Folder Details, and **Location Factors** will populate automatically based on the Legal Postal Code.
  - In the **Location Details** section, enter details for required fields as displayed. Use the **Tab** key to move through these fields in Location Details and, when you tab off the final field, the **Location Factors** lookup will be triggered automatically (see Figure 1.5).

(Figure 1.5)

The screenshot displays a software interface for the 'Location' step. It is divided into two main sections: 'Location Details' and 'Location Factor for ...'. The 'Location Details' section is highlighted with a red border and contains three dropdown menus: 'Hydrant (within 300m)' set to 'Yes', 'Responding Firehall (within km)' set to 'Protected (Urban)', and 'Water Tanker Shuttle Service' set to 'No'. Each dropdown has a blue square icon to its right. A 'Show More...' button is located above these fields. The 'Location Factor for ...' section contains four dropdown menus for different insurance providers: 'Germania Farmers Mutual' (Grade 1), 'Gore Mutual' (Table 19), 'Portage Mutual' (Metro 1), and 'SGI Canada' (Ontario). Each dropdown also has a blue square icon to its right. A 'Show More...' button is located above these fields. A callout box with a red arrow points to the first dropdown in the 'Location Factor for ...' section, containing the text: 'Enter Location Details and tab through to populate Location Factors automatically'. At the bottom of the interface, there are several buttons: 'Collapse All', 'Expand All', 'Set Defaults', '<Back', 'Next >', and 'Finish'.

## Construction/Heating Step/Tab

In the **Construction/Heating** step (see Figure 1.6), required fields are displayed. Click the **Show More** button to view/modify additional non-required fields in the corresponding section.

(Figure 1.6)

**Construction/Heating**  
Enter the Construction/Heating Details for this coverage item.

■ = Used for Rating  
■ = Used for the Application

Type	Primary	Fuel
Furnace - Central / N. Gas	Yes	N/Gas

Buttons: Add, View/Edit..., Delete

Heating Systems Remarks for this Building

**Construction** [Show More...]

**Electrical** [Show More...]  
Electric Panel [Dropdown]

**Updating and Renovating** [Show More...]  
Updated Electrical (%) [0] [Blue] [Green]  
Updated Plumbing (%) [0] [Blue] [Green]  
Updated Roof (%) [0] [Blue] [Green]  
Updated Heating (%) [0] [Blue] [Green]

**Plumbing** [Show More...]

**Outside Wall Coverings** [Show More...]

**Basement** [Show More...]

**Underwriting Details** [Show More...]  
Building Attachment Type [Detached] [Blue] [Green]  
Foundation [Concrete] [Blue]

**Sewer Backup** [Show More...]

**Outbuilding** [Show More...]

**Outbuilding Heat** [Show More...]  
Heating System [None] [Blue]

Buttons: Collapse All, Expand All, Set Defaults, <Back, Next >, Finish, Cancel

## Coverage Limits Step/Tab

In the **Coverage Limits** step (see Figure 1.7), all required fields will be visible.

- The selection in the **Deductible** shared field and in the **Liability** shared field will apply to all companies. If required, click the corresponding **Show More** button to view and change specific company values.

(Figure 1.7)

**Coverage Item Wizard - Step 4 of 8 - Primary Item**

**Coverage Limits**  
Enter the Coverage Limits/Premiums for this coverage item.  
Hint: Type Ctrl+A to copy the current value to all companies.

Enter the replacement value of this item.  
Replacement: 401784

Show More...

	Coverage	Percent Of RC	Contents	Outbuildings	Contents Replacement Cost
	402000	100			Yes
Germania Farmers Mutual	402000	100			
Gore Mutual	402000	100			Yes
Portage Mutual	402000	100			
SGI Canada	402000	100			

**Type of Coverage for ...** Show More...

Germania Farmers Mutual	Standard
Gore Mutual	Plus
Portage Mutual	Essentials Broad
SGI Canada	Pak I

**Deductible** 500 Show More...  
Copy Deductible to All Other Items

**Liability** 1000000 Show Less...

Click Show More to adjust details by company

Germania Farmers Mutual	<input type="radio"/> 1000000 <input checked="" type="radio"/> 1500000 <input type="radio"/> 2000000 <input type="radio"/> 3000000 <input type="radio"/> 4000000 <input type="radio"/> 5000000
Gore Mutual	<input checked="" type="radio"/> 1000000 <input type="radio"/> 2000000
Portage Mutual	<input checked="" type="radio"/> 1000000 <input type="radio"/> 2000000
SGI Canada	<input checked="" type="radio"/> 1000000 <input type="radio"/> 2000000 <input type="radio"/> 3000000 <input type="radio"/> 4000000 <input type="radio"/> 5000000

**Liability** Show More...

Collapse All Expand All Set Defaults <Back Next > Finish Cancel

## Endorsements Form

Once all details have been entered in the Coverage Item Wizard and you click the **Finish** button, the **Endorsements form** will display automatically as part of the workflow. The Endorsements form displays endorsements that have been added to the property and allows you to enter/modify coverage amounts and other details, if needed.

- Only those coverages that require input (e.g. coverage amounts) will display on the Endorsements form.
- Use the shared field to adjust selections for all companies. To modify details for one or more specific companies, click the **Show More** button to display individual company fields and make required adjustments (see Figure 1.8).

(Figure 1.8)

**Endorsements**

Please enter Endorsement information below...

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**Earthquake**

Earthquake Coverage Option: Building and contents

Earthquake Deductible: 2%

**Fire Fighting Coverage**

Coverage: 0

Portage Mutual:

**Home Systems and Service Line Bundle**

Deductible: 1000

**Identity Theft**

Coverage: 25000

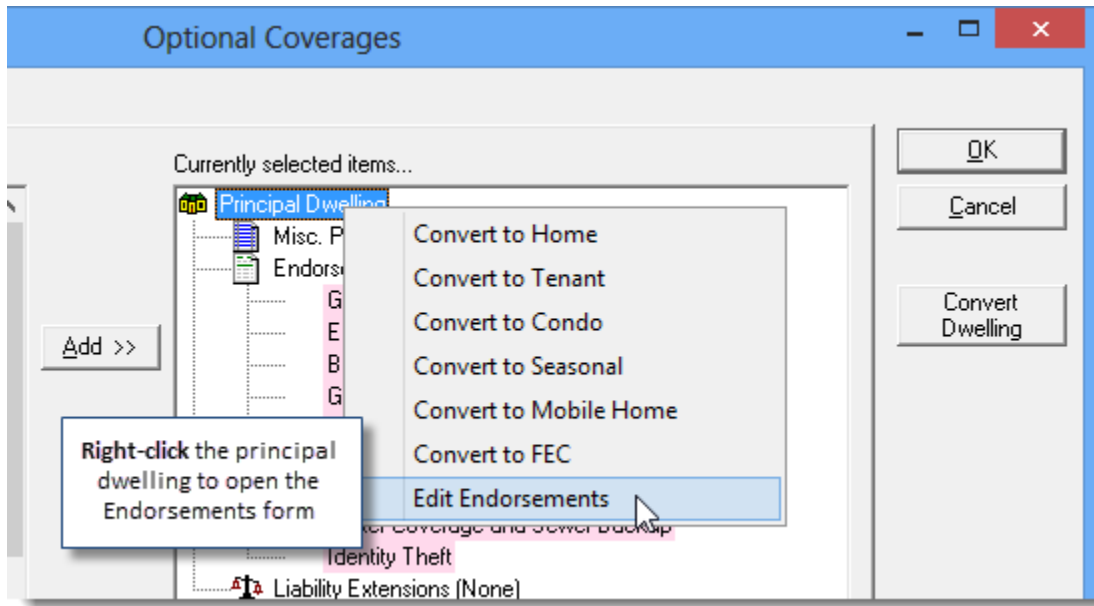
Click Show More to view/modify individual company values



## Optional Coverages Window

In Optional Coverages, right-click the principal dwelling and select **Edit Endorsements** to open the Endorsements form (see Figure 1.9). In the Endorsements form, view and modify endorsement details, as required.

(Figure 1.9)

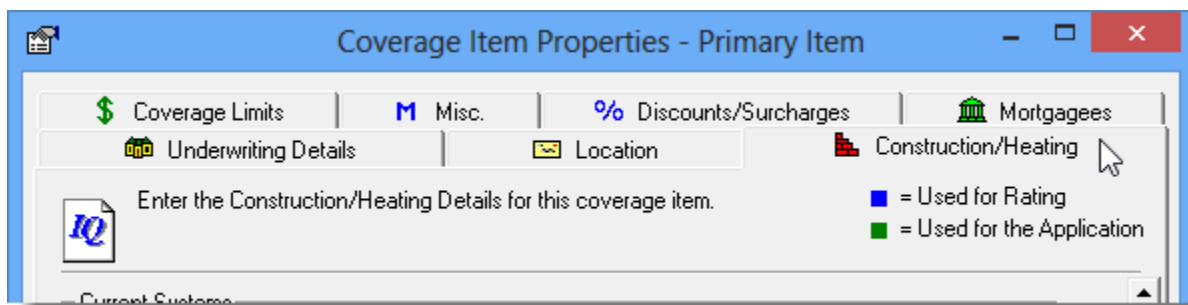


## Modify a Habitational IQ

To view or modify an existing Habitational IntelliQuote, click the **Coverage Items** button on the IQ toolbar to open **Optional Coverages**, double-click the target item, and make required changes in Coverage Item Properties. You can also click a button on the **IQ toolbar** to go directly to the Coverage Item Properties tab where the corresponding fields are found.

The Coverage Item Properties Wizard will display in Tabs view (see Figure 1.10).

(Figure 1.10)



## No Automatic Recalculate when Switching between IQs

Previously, an IntelliQuote checked out on the TBW Desktop was automatically recalculated each time it was opened and viewed in the Document Window. Now, an IQ will rate the first time it is opened, but it will not recalculate automatically in subsequent viewings in the current TBW session. This allows you to switch between IQs and other documents without the IQs recalculating with each view.

Note that you can click the Recalculate button on the toolbar at any time to recalculate an IQ. Also, IQs will be recalculated when TBW is closed and reopened.

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## 2. Improved Auto IntelliQuote

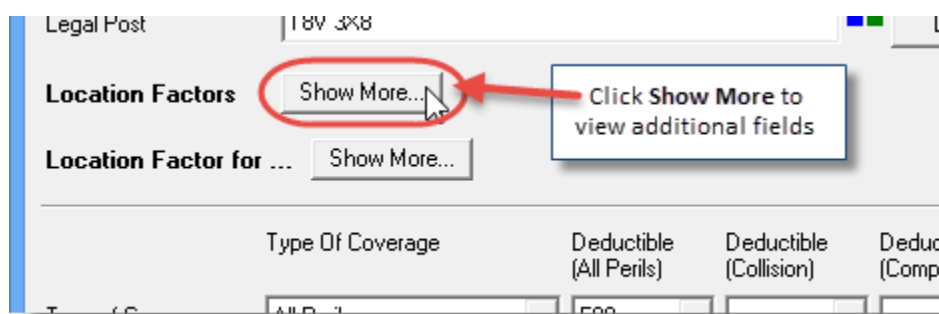
Creating and modifying an Auto IntelliQuote in TBW/TUW is now quicker, easier, and more efficient. This program enhancement includes the following improvements to the Auto IQ:

- Revised and streamlined steps/tabs in the Coverage Item Wizard
- “Shared fields” allowing control of multiple companies with one field, with the ability to modify selections for individual companies as required
- “Show More”/“Show Less” buttons to view/hide non-required fields
- A new Endorsements form to view and manage vehicle endorsements
- Right-click a vehicle in Optional Coverages to access Endorsement, Convert, and Substitute options

To view these changes, edit an existing Auto IQ or initiate a new Auto IQ in the usual manner. As you enter or modify applicable details in each step of the revised and simplified Coverage Item Wizard, keep the following helpful tips in mind:

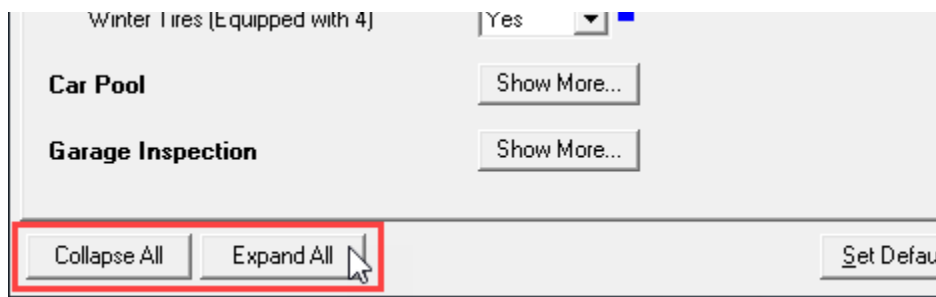
- **Use the Show More/Show Less buttons to view/hide non-required fields. Fields required for rating are displayed in each step** when the **Show Less** button is selected. Additional/non-required fields can be viewed by clicking the corresponding **Show More** button. Click **Show More** in applicable sections in the IQ to display all fields and view/enter additional details (see Figure 2.1).
  - When you click the **Show More** button, it will toggle to the **Show Less** button, which you can click to hide those additional fields.

(Figure 2.1)



- You can use the **Collapse All/Expand All** buttons in the lower left corner of the screen (see Figure 2.2) to hide/view *all* non-required fields on this tab/step. These buttons can be used in combination with the Show More/Show Less buttons, which can be used to view/hide fields in specific sections, as required.
- Note that the selected settings will apply/be remembered in Coverage Item Properties until changed by the user.

(Figure 2.2)



- While all fields that must be completed in the IQ are displayed, remember that **other fields/factors may impact rating**. Providing more detail will return better results.
  - **Best Practice Tip:** As you enter vehicle details, click the Show More button in each section and fill in as many relevant fields as possible.
- The Auto IQ has been enhanced with “shared fields” that allow control of multiple companies with one field. When you make a selection in a shared field, it will automatically be applied to all companies. Then, if you would like to view or modify details for one or more specific companies, use the **Show More** button to view applicable fields and make individual selections (see Figure 2.3).
  - **Best Practice Tip:** If a shared field has been prepopulated with your target selection, it is recommended to reselect/refresh that value to ensure it populates to all companies.
  - The value displayed in the shared field will always be the most commonly selected value. For example, if you select a \$500 deductible for two companies and a \$1000 deductible for one company, the main (shared) Deductible field will display \$500.

(Figure 2.3)

The screenshot shows a window titled "Shared Field" with a "Copy to Other Vehicles" button at the top. Below is a list of insurance companies, each with a dropdown menu for a liability amount and a "Show Less..." button. The first company, "Liability", has a dropdown set to "1000000". A red box highlights this dropdown. A callout box with an arrow points to the "Show More..." button, containing the text "Click Show More to adjust details by company". The dropdown menu for "Optimum West" is open, showing options from 200000 to 5000000.

- When additional vehicle(s) are added to the quote, values from the first vehicle will automatically carry over. These selections can be modified as needed.
- When more than one vehicle is added to the quote, the **Copy to Other Vehicles** button (see Figure 2.4) is useful when you are making changes to the default values and would like to apply these changes to all vehicles on the quote or when creating an Endorsement Request.

(Figure 2.4)

The screenshot shows a window titled "Location Factor for ..." with a "Show More..." button. Below is a table with columns: "Type Of Coverage", "Deductible (All Perils)", "Deductible (Collision)", and "Deductible (Comp.)". The "Type Of Coverage" dropdown is set to "All Perils" and the "Deductible (All Perils)" dropdown is set to "500". A red circle highlights the "Copy to Other Vehicles" button. Below the table, there is a "Liability" dropdown set to "1000000" and a "Show More..." button.

## Vehicle Details Step/Tab

In the Vehicle Details step (see Figure 2.5),

- All required fields will be visible.
- The **Legal Postal Code** will populate automatically based on Folder Details, and **Location Factors** will populate automatically based on the Legal Postal Code.
  - Click the **Look Up Territories** button if a different postal code will be used for rating.
  - Click the **Show More** button for **Location Factors/Location Factors for** fields to view/modify specific company selections, if required (e.g. if a territory did not populate for a company).

- For **Type of Coverage**, the selections will apply to all companies. To modify individual selections for one or more companies, click **Show More** and make required changes.
- The selection in the **Liability** shared field will apply to all companies. If required, click the **Show More** button to view and change specific company values for Liability.

(Figure 2.5)

Coverage Item Wizard - Step 1 of 9 - 2017 DODGE/RAM TRUCK/VAN RAM 1500 LARA...

**Vehicle Details**  
Select the vehicle here.

■ = Used for Rating  
■ = Used for the Application

Year: 2017  
 Manufacturer: DODGE/RAM TRUCK/VAN  
 Model: RAM 1500 LARAMIE CREW CAB 4WD  
 VIN: TESTINGVINNUMBER VIN Reassigned  Find Vehicle...  
 Body Type: Pickup Truck (FV)  
 Vehicle Use: Work Commute In Storage   
 Vehicle Code: 2842 02  
 Type of Rating: VICC  
 Type of Grid Rating: Automatic

Legal Post: T8V 3X8   Look Up Territories

**Location Factors** Show More...  
**Location Factor for ...** Show More...

Type Of Coverage	Deductible (All Perils)	Deductible (Collision)	Deductible (Comp.)	Deductible (Spec. Perils)	Deductible (DCPD)
Type of Coverage	All Perils	500			
Chubb Insurance	All Perils	500			
Dominion	All Perils	500			
Intact Insurance	All Perils	500			
Royal SunAlliance	All Perils	500			
Wawanesa	All Perils	500			

Copy to Other Vehicles

Liability: 1000000 Show More...  
 Copy to Other Vehicles

Collapse All Expand All Set Defaults <Back Next > Finish Cancel

## Underwriting Details Step/Tab

In the **Underwriting Details** step (see Figure 2.6), required fields are displayed. Click the **Show More** button to view/modify additional non-required fields in the corresponding section.

(Figure 2.6)

The screenshot displays the 'Underwriting Details' step of a wizard. The window title is 'Coverage Item Wizard - Step 2 of 9 - 2017 DODGE/RAM TRUCK/VAN RAM 1500 LARA...'. The main heading is 'Underwriting Details' with the instruction 'Enter the General Details for this coverage item.' A legend indicates that blue squares represent fields 'Used for Rating' and green squares represent fields 'Used for the Application'. The form is organized into several sections, each with a 'Show More...' button:

- Is Active:** A single checkbox field.
- Description:** A large text area.
- Anti Theft:** A single checkbox field.
- Vehicle Modifications:** A single checkbox field.
- Unrepaired Damage:** A single checkbox field.
- Exposures:** A section containing 'US Exposure (%)' with a numeric input field set to '0'.
- Underwriting Details:** A section with multiple fields: 'Autonomous Emergency Braking System' (dropdown), 'Racing/Speed Events' (dropdown set to 'No'), 'Steering Wheel Position' (dropdown set to 'Left'), 'New' (checkbox), 'Fuel' (dropdown set to 'Gas'), 'Annual Distance (km)' (numeric input), 'Distance To Work (km)' (numeric input), 'Business Km Per Year' (numeric input), 'Purchase/Lease Date' (dropdown set to '/ /'), 'Purchase Price' (numeric input), and 'Business Use (%)' (numeric input).
- Supporting Auto Policy:** A single checkbox field.
- Car Pool:** A single checkbox field.
- Garage Inspection:** A single checkbox field.
- Principal Operator:** A single checkbox field.

At the bottom of the window, there are navigation buttons: 'Collapse All', 'Expand All', 'Set Defaults', '< Back', 'Next >', 'Finish', and 'Cancel'. A mouse cursor is hovering over the 'Next >' button.

- To minimize data entry, "000" will be added automatically to any value less than 1000 in the **Annual Distance (km)** and **Business Km Per Year** fields in the Underwriting Details step (see Figure 2.7). A value greater than or equal to 1000 entered in the field will remain as entered.
  - For example, if you enter 1 in the field and then click or tab away, the value will automatically change to 1000; if you enter 15 in the field, the value will automatically change to 15000; and so on.

(Figure 2.7)

The screenshot shows a form with the following fields:

Fuel	Gas
Annual Distance (km)	25000
Distance To Work (km)	2
Business Km Per Year	2000
Purchase/Lease Date	10/10/2017

## Endorsements Form

Once all details have been entered in the Coverage Item Wizard and you click the **Finish** button, the **Endorsements form** will display. The Endorsements form displays endorsements that have been added to the vehicle and allows you to enter/modify coverage amounts and other details, if needed.

- Only those coverages that require input (e.g. coverage amounts) will display on the Endorsements form.
- Use the shared field to adjust selections for all companies. To modify details for one or more specific companies, click the **Show More** button, if applicable, to display individual company fields and make required adjustments (see Figure 2.8).

(Figure 2.8)

The screenshot shows the Endorsements form with the following details:

- End. # 20 - Loss Of Use**: Coverage amount is 2500. A **Show More...** button is next to it.
- End. # 27 - Phys. Damage Non-Owned Auto**: Coverage amount is 30000. A **Show More...** button is next to it.

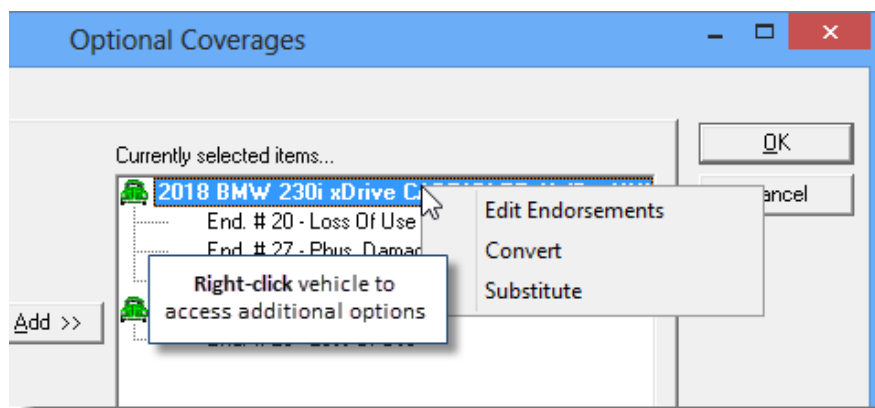
A callout box on the right says: "Click Show More to view/modify individual company values".

## Optional Coverages Window

Right-click a vehicle in the Currently selected items list in Optional Coverages to **Edit Endorsements** or **Convert** or **Substitute** a vehicle (see Figure 2.9).

- Select **Edit Endorsements** in the right-click menu to open the Endorsements form to view and modify details for this vehicle's endorsements.
- Select **Convert** in the right-click menu to convert a Private Passenger vehicle to a Commercial vehicle or vice versa.
- To substitute a vehicle, right-click the vehicle and select **Substitute**, choose the applicable vehicle type in the **Vehicle Substitution** pop-up, and then proceed with substituting the vehicle in the usual way.

(Figure 2.9)

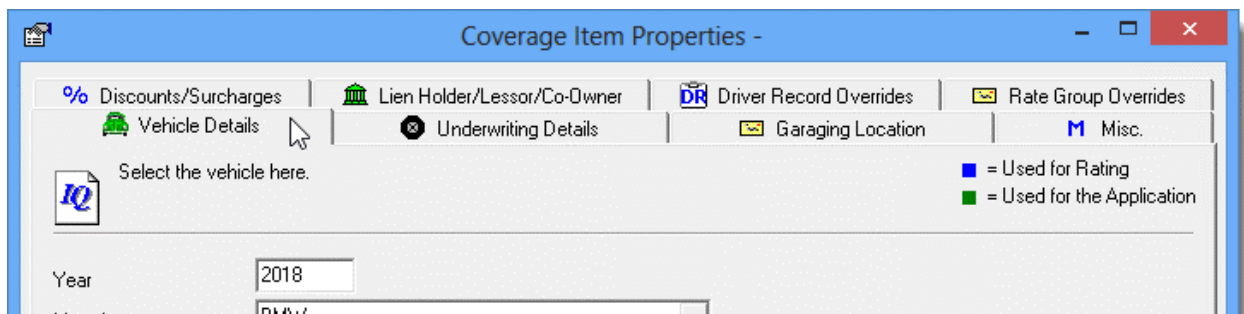


## Modify an Auto IQ

To view or modify an existing Auto IntelliQuote, click the **Coverage Items** button on the IQ toolbar to open **Optional Coverages**, double-click the target item, and make required changes in Coverage Item Properties. You can also click a button on the **IQ toolbar** to go directly to the Coverage Item Properties tab where the corresponding fields are found.

The Coverage Item Properties Wizard will display in Tabs view (see Figure 2.10).

(Figure 2.10)



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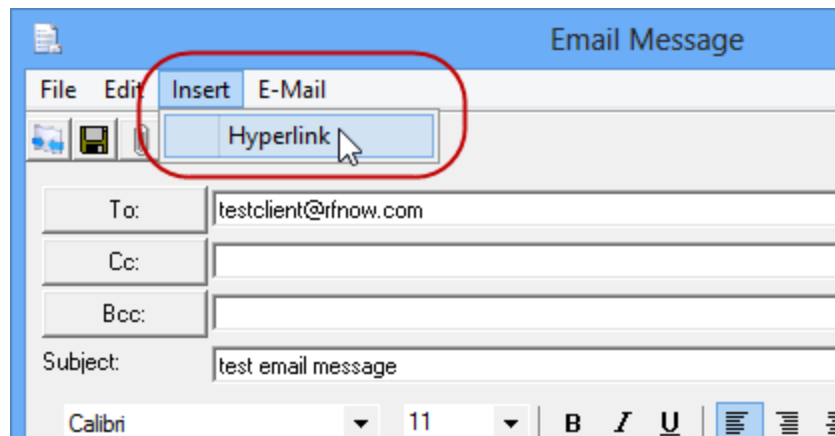


### 3. Insert Active Hyperlink in TBW/TUW Email

TBW/TUW Email has been enhanced with an Insert Hyperlink feature that allows you to add one or more active links to an email message. Use this option to include a link to your business website, social media profile, or another destination quickly and easily in the body of an outgoing email message.

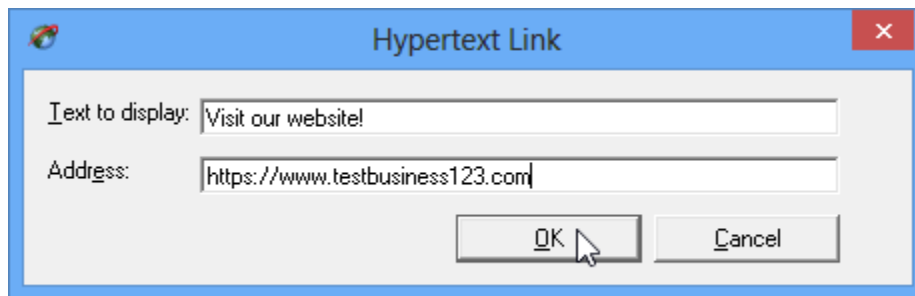
To add a text-based hyperlink to an email message, enter message details in the **Email Message** window in the usual way. When you are ready to insert the link, ensure your cursor is placed in the body of the email where you would like the hyperlink to display. Then, click **Insert, Hyperlink** (see Figure 3.1).

(Figure 3.1)



In the **Hypertext Link** box, enter the **Text to Display** and the corresponding **Address**, and then click OK (see Figure 3.2).

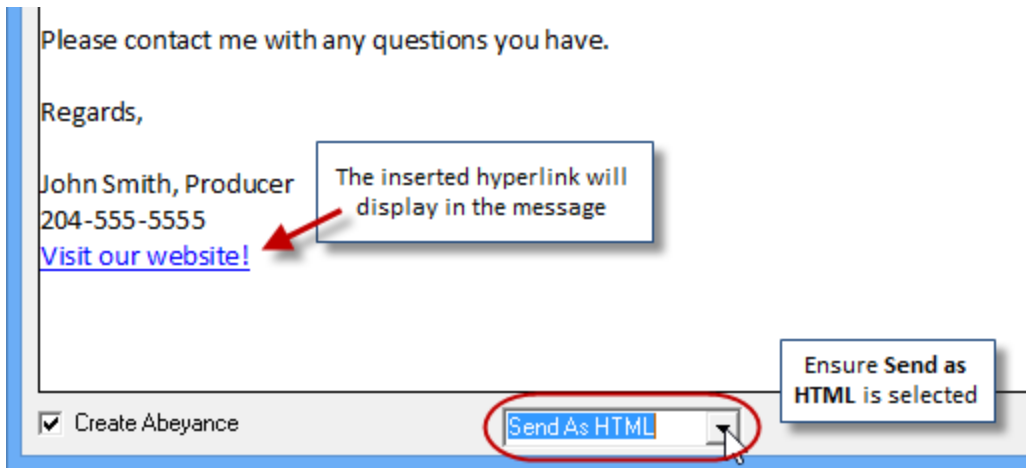
(Figure 3.2)



The newly added active link will display in the email message. If you need to modify link details, delete the link and reinsert it following the steps provided above.

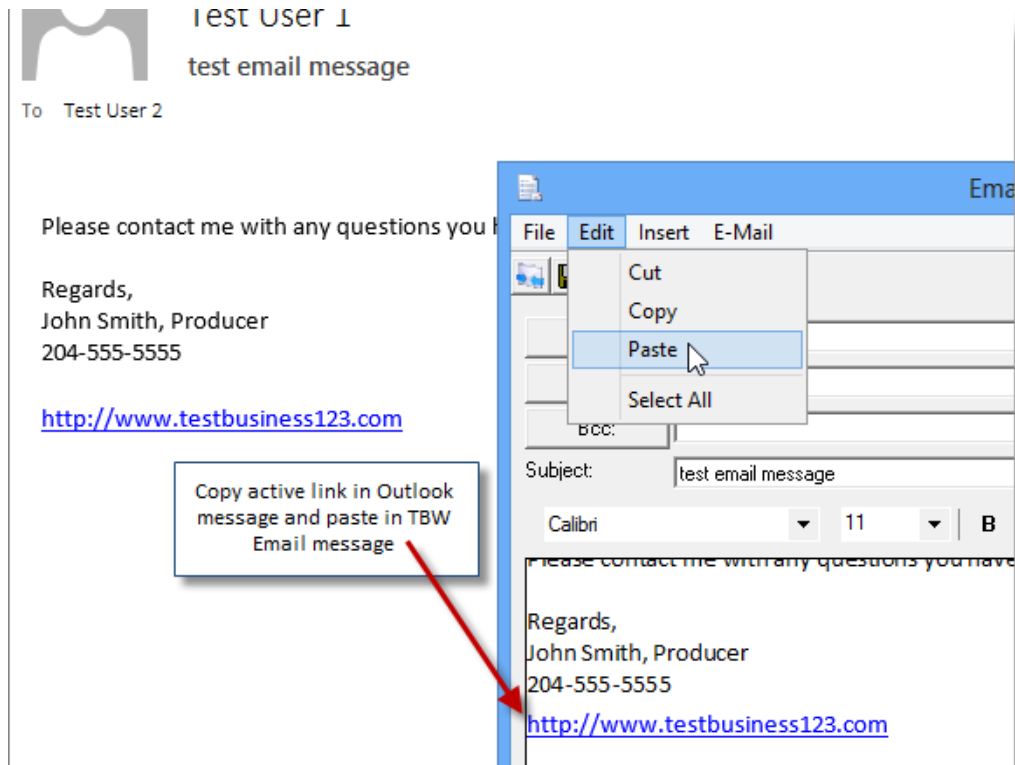
Complete the email message and, before you send it, ensure the **Send as HTML** option is selected (see Figure 3.3).

(Figure 3.3)



In addition to using the Insert Hyperlink option to add a link in an email message, you can also copy an active, text-based hyperlink in an Outlook email message and paste it in the TBW/TUW Email Message window (see Figure 3.4).

(Figure 3.4)



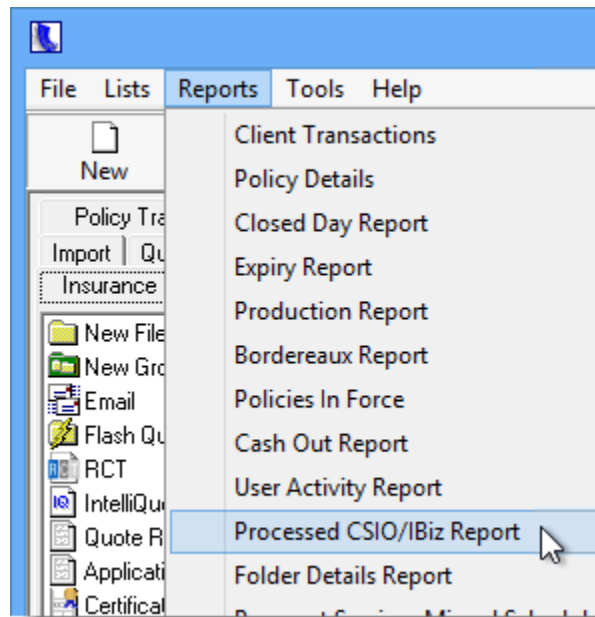
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## 4. Additional Filtering Options for Processed CSIO/I-Biz Report

The Processed CSIO/I-Biz Report has been enhanced with the option to filter the report by ABD (Agency/Branch/Department), as well as the ability to select whether to include eDocs in report results.

To generate the Processed CSIO/I-Biz Report, click **Reports, Processed CSIO/I-Biz Report** in the TBW window (see Figure 4.1).

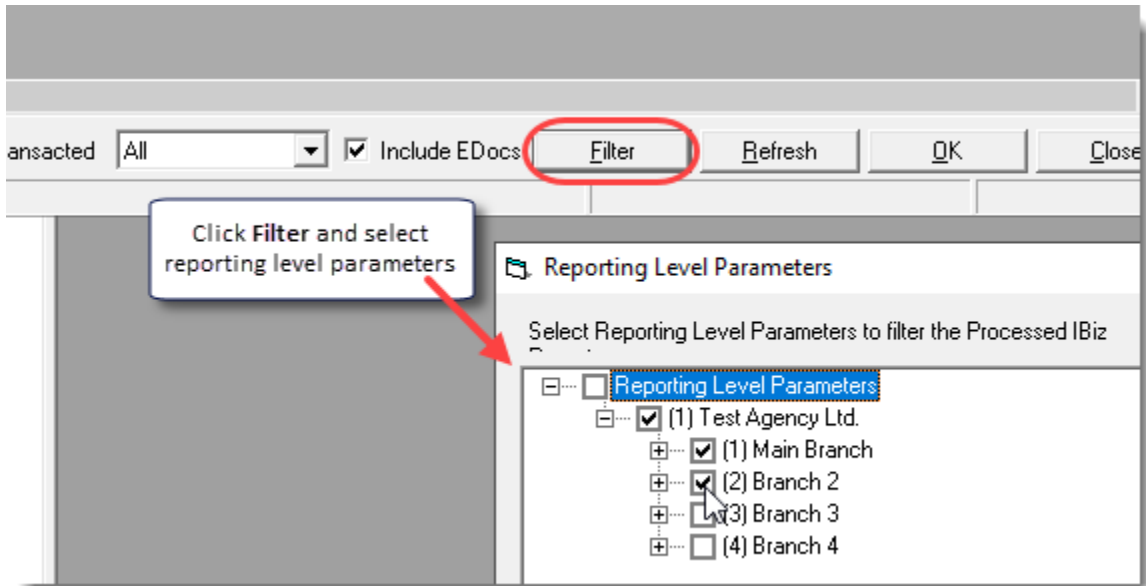
(Figure 4.1)



In the **CSIO/I-Biz Processed Report** window, enter applicable filter details.

- To include eDocs in report results, ensure the **Include EDocs** checkbox is selected.
- If you would like to filter report results by ABD, click the **Filter** button. Then, in the **Reporting Level Parameters** window, select/deselect parameters to filter the report (see Figure 4.2) and click OK.

(Figure 4.2)



When filter details have been entered, click the **Refresh** button. Items meeting the applied parameters will display in the report results.

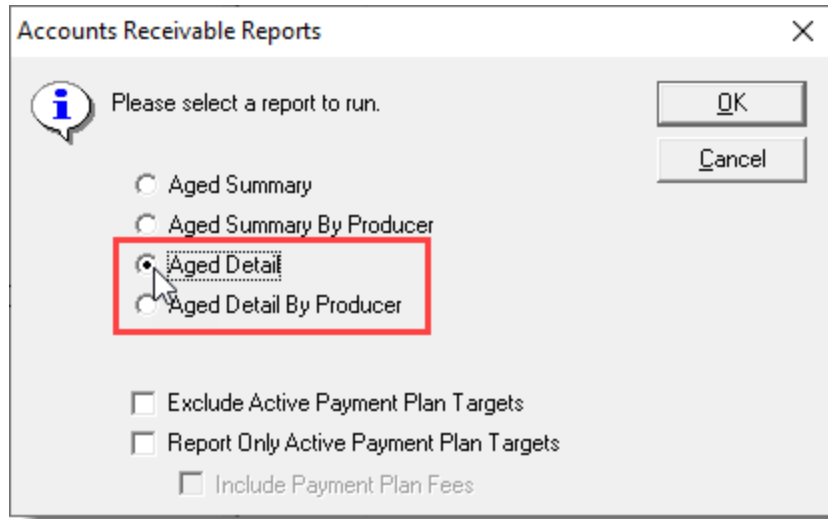
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## 5. Additional Columns in AR and AP Aged Detail Reports

The Accounts Receivable (AR) and Accounts Payable (AP) Aged Detail Reports have been enhanced with two additional columns of information: **Bill Type** and **Description**.

To view these additional columns in an AR Aged Detail Report, move to The Accountant's Desktop and double-click **Accounts Receivable** in the Accounting Tree. Click the **Reports** tab at the bottom of the screen, and then select either **Aged Detail** or **Aged Detail by Producer** in the Accounts Receivable Reports window (see Figure 5.1). Click OK to generate the report.

(Figure 5.1)



- Note the new **Bill Type** and **Description** columns in the AR Aged Detail Report (see Figure 5.2) and the AR Aged Detail by Producer Report (see Figure 5.3).

(Figure 5.2)

WebConnect The Accountant's Desktop

Accounts Receivable Aged Detail Report  
Reporting Date: 5/31/2020  
Company: Agency/Branch/Department: Test Agency Ltd./001 Main Branch/01 Main Department

Class/ SubAccount	Date	Client/Payor/Payee	Trans. Type	Ref No.	Policy#	Bill Type	Description	Pre
Accounts Receivable								15,741.0
Brokers								14,105.0

(Figure 5.3)

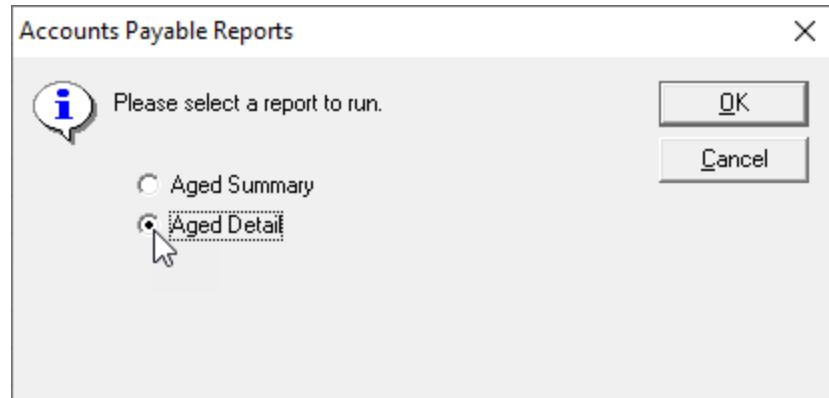
WebConnect The Accountant's Desktop

Accounts Receivable Aged Detail Report by Producer  
Reporting Date: 5/31/2020  
Company: Agency/Branch/Department: Test Agency Ltd./001 Main Branch/01 Main Department

Class/ SubAccount	Date	Client/Payor/Payee	Trans. Type	Ref No.	Policy#	Bill Type	Description	Pre
Accounts Receivable								1,636.0
...								15,500.0

These additional columns have also been added to the AP Aged Detail Report. Double-click **Accounts Payable** in The Accounting Tree, click the **Reports** tab, and select **Aged Detail** in the Accounts Payable Reports pop-up (see Figure 5.4). Click OK to generate the report.

(Figure 5.4)



- The **Bill Type** and **Description** columns will display in the report (see Figure 5.5).

(Figure 5.5)

Class/ SubAccount	Date	Client/Payor/Payee	Trans. Type	Ref No.	Policy#	Bill Type	Description	Pre
Accounts Payable								(12,199.59)
Brokers								599

These new columns (Bill Type and Description) will be included when the report is exported to Microsoft Excel; however, please note that the Bill Type and Description columns will not appear in the persisted/PDF version of the report.

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