

SESSION HANDOUT

Beyond the Basics with Applied Epic Reporting Part 2

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Prepared for Applied Client Network

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October 2015

Target Audience:

<input type="checkbox"/>	Accountant/Bookkeeper
<input checked="" type="checkbox"/>	CSR
<input type="checkbox"/>	Carrier
<input type="checkbox"/>	IT Manager/Systems Coordinator
<input checked="" type="checkbox"/>	Operations
<input type="checkbox"/>	Principal/Owner

<input type="checkbox"/>	Producer
<input checked="" type="checkbox"/>	Trainer
<input type="checkbox"/>	Vendor
<input type="checkbox"/>	ALL
<input type="checkbox"/>	Other: (describe)

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Seminar Type: Reports

Seminar Level: Intermediate: An Intermediate level class takes the concepts originated from a basic level course, and adds more layers or parallel concepts. For functional courses, these classes will require the participant or attendee to have some basis to work from as they are learning new facets of the agency or brokerage management system or software program.

Class Description: Discover how to add multiple layouts to one report. We will show you how to: Create summary reports that only show totals only on one layout and details on the other. Run financial and year-to-date reports with one layout for monthly and one for annual with results by department, branch or agency. Add reports to Agent Answer or Schedule reports that can be emailed on a daily, weekly or monthly basis.

Learning Outcomes:

- Learn how to use one report to run multiple layouts.
- Create Total only reports for your management team.
- Learn how to add reports to schedule reports on a daily, weekly or monthly basis.

Assumptions: This seminar is based on the following
Applied Epic 2014 MU8

Create a Summary Report:

We will start with a Book of Business – Policy Book and we custom build a second Layout which will only display Totals.

My Reports

• AAM - P/L Book of B...

Modify Criteria

Layouts

Delivery Options

Layout Name

Complete Detail

Totals by AM

Description

Print

Yes

Yes

We will show you how to add Totals and Grand Totals

Report Header			
PL Book of Business Totals by Account Manager as Date			
Page Header			
Account Manager	Total Premium	Total Commission	Total Policies
Major Sort: BookOfBusiness.ServiceRoles.ServicingRole2 Name			
Details			
Major Sort: BookOfBusiness.ServiceRoles.ServicingRole2 Name Footer			
Name	emiumEstimated	nissionEstimated	s.NumberOfPolicies
Report Footer			
Grand Total	emiumEstimated	nissionEstimated	Number of
Total Customers	Number		
Total Policies / Lines	Number	/	Number
Average Policies per Customer	verage		
Page Footer			

Use Multiple Layouts:

We will take an in-depth look at the General Ledger Income Statement – Comparisons and customize the Two Comparisons With Variances Current Period and Two Comparisons With Variances Year to Date.

Default Layout

	Date	Time	Page	PageNumber
Income Statement - Two Comparisons Variance				
Current Period				
Comparison Description Comparison Month %	Comparison Description Comparison Month %	Variance \$ Var %	Comparison Description Comparison Month %	Variance \$ Var %
Major Sort: IncomeStatementComparisons.AccountTypeCode				
Account Type Description				
Major Sort: IncomeStatementComparisons.GroupCode				
Major Sort: IncomeStatementComparisons.GLAccount				
Details				
Account SubAccount Account Description	Current Period Current Period	Current Period Current Period	rison_CurrentPeriod1}} : riod1}}	Current Period Current rison_CurrentPeriod1}} : riod1}}
Major Sort: IncomeStatementComparisons.GLAccount Footer				
Major Sort: IncomeStatementComparisons.GroupCode Footer				
***Subtotal &L Account Group Description	: parison_CurrentPeriod1 : }change1 :	: parison_CurrentPeriod2 : }change2 :	Formula1 : {total1} , : parison_CurrentPeriod3 : }change3 :	Formula3 : {total1}
Major Sort: IncomeStatementComparisons.AccountTypeCode Footer				
TOTAL account Type Description	: parison_CurrentPeriod1 : }change1 :	: parison_CurrentPeriod2 : }change2 :	Formula1 : {total7} , : parison_CurrentPeriod3 : }change3 :	Formula3 : {total7}
Report Footer				
NET PROFIT/LOSS	Current Total Net : ome1}}, <small>DynRef/net</small>	Current Total Net : ome2}}, <small>DynRef/net</small>	CurrentNetProfitLoss1)) : loss1)), <small>A</small>	Current Total Net : ome3)}, <small>DynRef/net</small>
Page Footer				

Customized Layout

Income Statement - Current Month / Budget / Prior Year with Variances w/o Detail						Date	Time	Page
Current Month vs Budget			Current Month vs Prior Year					
Monthly Actual	Monthly Budget		Monthly Actual	Prior Year				
Comparison Month	Comparison Month	Variance \$: Var %	Comparison Month	Comparison Month	Variance \$: Var %			
AccountTypeCode								
GroupCode								
GLAccount								
Current Period	Current Period	isons_CurrentPeriod1}}: :riod1}} n	Current Period	Current Period	isons_CurrentPeriod1}}: :riod1}} n			
GLAccount Footer								
GroupCode Footer								
isons_CurrentPeriod1	isons_CurrentPeriod2	Formula1: :total1}} n	isons_CurrentPeriod1	isons_CurrentPeriod3	Formula3: :total1}} n			
AccountTypeCode Footer								
ns_CurrentPeriod1	ns_CurrentPeriod2	Formula1: :total7}} n	ns_CurrentPeriod1	ns_CurrentPeriod3	Formula3: :total7}} n			
Current Total Net Profit/Loss			Current Total Net Profit/Loss			ntNetProfitLoss1}}: :loss1}} n		
Current Total Net Profit/Loss			Current Total Net Profit/Loss			ntNetProfitLoss1}}: :loss1}} n		

<input type="checkbox"/> Report Header		Date :	Time :	Page	PageNumber
<input type="checkbox"/> Page Header					
Income Statement - Two Comparisons Variance					
		Year To Date			
	Comparison Description	Comparison Description		Comparison Description	
	Comparison Month : %:	Comparison Month : %:	Variance \$: Var %:	Comparison Month : %:	Variance \$: Var %:
<input checked="" type="checkbox"/>	Major Sort: IncomeStatementComparisons.AccountTypeCode				
	Account Type Description				
<input type="checkbox"/>	Major Sort: IncomeStatementComparisons.GroupCode				
<input type="checkbox"/>	Major Sort: IncomeStatementComparisons.GLAccount				
<input type="checkbox"/>	Details				
	Account SubAccount Account Description	Year To Date : Year : To :	Year To Date : Year : To :	Years Years_YearToDate1} , }Date1}} , }	Year To Date : Year : To : Years Years_YearToDate1} , }Date1}} , }
<input type="checkbox"/>	Major Sort: IncomeStatementComparisons.GLAccount Footer				
<input type="checkbox"/>	Major Sort: IncomeStatementComparisons.GroupCode Footer				
	***Subtotal & Account Group Description	mparisons_YearToDate1 : Change1 :	mparisons_YearToDate2 : Change2 :	Formula1 : Total1}} ; mparisons_YearToDate3 : Change3 :	Formula3 : Total1}} ;
<input type="checkbox"/>	Major Sort: IncomeStatementComparisons.AccountTypeCode Footer				
	TOTAL Account Type Description	mparisons_YearToDate1 : Change1 :	mparisons_YearToDate2 : Change2 :	Formula1 : Total7}} ; mparisons_YearToDate3 : Change3 :	Formula3 : Total7}} ;
<input type="checkbox"/>	Report Footer				
	NET PROFIT / LOSS	Year To Date Total : ome1}} ; Net Profit/Loss :	Year To Date Total : ome2}} ; ToDateNetProfitLoss1}} , }loss1}} ; Net Profit/Loss :	Year To Date Total : oma3}} ; ToDateNetProfitLoss1}} , }loss1}} ; Net Profit/Loss :	ToDateNetProfitLoss1}} , }loss1}} ; Net Profit/Loss :
<input type="checkbox"/>	Page Footer				

Income Statement - Current Period YTD / Budget YTD / Prior Year YTD w/o Detail									
Date:			Time:			Page:			
Actual YTD vs Budget YTD					Actual YTD vs Prior YTD				
YTD Actual	YTD Budget				YTD Actual	YTD Prior Year			
Comparison Month:	%	Comparison Month:	%	Variance \$: Var %	Comparison Month:	%	Comparison Month:	%	Variance \$: Var %
<hr/>					<hr/>				
IncomeStatementComparisons.AccountTypeCode									
description									
IncomeStatementComparisons.GroupCode									
IncomeStatementComparisons.GLAccount									
unt SubAccount Account Description	Year To Date:	Year To:	Year To Date:	Years: Years_YearToDate1} :Date1}}	Year To Date:	Year To:	Year To Date:	Years: Years_YearToDate1} :Date1}}	
IncomeStatementComparisons.GLAccount Footer									
IncomeStatementComparisons.GroupCode Footer									
Account Group Description	Years_YearToDate1} :Change1}	Years_YearToDate2} :Change2}	Formula1 :total1}}		Years_YearToDate1} :Change1}	Years_YearToDate3} :Change3}	Formula3 :total1}}		
IncomeStatementComparisons.AccountTypeCode Footer									
nt Type Description	Years_YearToDate1} :Change1}	Years_YearToDate2} :Change2}	Formula1 :total7}}		Years_YearToDate1} :Change1}	Years_YearToDate3} :Change3}	Formula3 :total7}}		
ter									
FIT/LOSS	Year To Date Total :ome1}} :Net Profit/Loss	Year To Date Total :ome2}} :Net Profit/Loss	tellNetProfitLoss1}} :loss1}}		Year To Date Total :ome1}} :Net Profit/Loss	Year To Date Total :ome3}} :Net Profit/Loss	teNetProfitLoss1}} :loss1}}		
t									