# Agency Bill Invoicing

ITEMS NEEDED TO INVOICE

1. Invoice from insurance company
2. Finance agreeement if applicable
3. Amount of broker fee
4. Who is the Assigned Agent
5. Amount of downpayment
6. Type of transaction: New, Renewal, Endorsement, Audit, Cancellation, etc

Create Agency Bill Invoice form

1. Complete Agency Bill Invoice form
2. Attached Insurance company invoice
3. Attched finance agreement (if applicable)
4. Save as a single document using the nameing format:

   YYYY-MM_Agency_Bill_Form_Client_Name_policy transaction

   Example: 2021-05_Agency_Bill_Form_Test_Contractor_Renewal

Invoice in AMS - Include

1. Premium (All premiums may be included as a sinlge line)
2. Policy fees charged by company (All fees may be included as a sinlge line)
3. Taxes (All taxes may be included as a sinlge line)
4. Check invoice “Income Total” and “Invoice Total” match company invoice (minus broker fee)
5. Enter Financed info if applicable then verify “Invoice Total” matches downpayment collected (minus broker fee)
6. If Broker Fee applies, invoice that portion in a seperate invoice

SAVE DOCUMENTS

Save copies of Agency Bill Invoice form with finance agreement (if applicable) and insurance company invoice to client file and Accoutning Temp folder in Beaux’s images folder

ENTER INVOICE INFO IN INVOCIE REGESTRY EXCEL FILE

Record enty in Excel File during current month.  Inlcude: Premium as total amount billed by company (including taxes and fees), enter Amount to be collected and deposit method

Payment Received

1. Apply payment to client’s account in AMS
2. Apply to premium and broker fee invoices.
3. Save Payment Received form in client file and Accounting Temp folder in Beaux’s images folder