How to Unarchive a Policy in Vantage to allow you to see all transactions from Issue.

Type:

NXT TRX = SUPR

PROD = U1 for NL and LS or U2 for NL5 or NL9 or I1 for EXP Prod.

CL/POL = Policy # with prefix (NL1234567)

Look at your Issue date of policy if you want to unarchive back to Issue.

Type:

NXT TRX = EM PRESS ENTER

Type:

REQUESTOR = WHO CODE

STATUS PRINT OPTION = 01

PRINT REVERSAL/SOURCE REVERSAL TRANSACTION = Y

PRINT TRANSACTION HISTORY = Y

FROM= ISSUE DATE

PF1 TO ENTER TRANSACTION SAMPLE BELOW:

```
      COMMAND
                              STATUS REQUEST
   CO CODE  NL    ORIG CODE  BKM         REQUESTOR  BKM              PROD CODE   U1
   POLICY NO.       NL2392503   SECONDARY ID         CLIENT NO.

            *** STATUS PRINT OPTIONS - SELECT ONE ***
                 01 - SHORT POLICY STATUS
                 02 - FULL POLICY STATUS
                 03 - CLIENT/POLICY STATUS
                 04 - CLIENT/POLICY LIST
                 05 - SPECIFICATION PAGES
                 06 - AGENCY RECORD CARDS
                 07 - SPECIFICATION PAGES AND AGENCY RECORD CARDS

   STATUS PRINT OPTION     01     PRINT REVERSAL/SOURCE REVERSAL TRANSACTIONS Y
   PRINT TRANSACTION HISTORY Y     FROM  04062006    TO
   PRINT COI TRANSACTIONS     N
   PRINT FINANCIAL FLOW       N     FROM            TO
   PRINT POLICY VALUES        N  VALUATION EFFECTIVE DATE
   PRINT POLICY PAGES         N
   MESSAGE


   NXT TRX EM    VER    PROD U1 CL/POL      NL2392503 SEC ID      CO NL  OVRD N
```

Day 2. - You will receive a status in your inbox in your personal Home Office Status Reports. You may delete this if you would like.

Once you unarchive you should be able to pull all payments and transactions.

Payments Screen (GP)

TRXHIST to view all transactions.