

## PO TRANSACTION

To create premium payments for PBC/PML/PMS or ABC contracts, you may use a PO transaction.

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CREATE NEW FLEX UNPAID RECORD

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RECORD NO. 1

BATCH NO:

CONTROL NO: 8401239	CHECK DIG: 2	IND CNTL:	LINE: J
TRUST NO:	DUE DATE: 9202	INT EFF DATE: 911213	
ACCT\APPDIV:	NET AMT: 32300	P-I: P	TRANS CODE: P0
PREM-INTEREST: 32300	WHO CODE:	SIGN:	NO MONTHS:
COMM CODE:	DATE CHG: 1ST YR PREM:	DESCRIP:	

RECORD NO. 2

CONTROL NO:	CHECK DIG:	IND CNTL:	LINE:
TRUST NO:	DUE DATE:	INT EFF DATE:	
ACCT\APPDIV:	NET AMT:	P-I:	TRANS CODE:

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PREM-INTEREST:      WHO CODE:      SIGN:      NO MONTHS:
COMM CODE:      DATE CHG:  1ST YR PREM:      DESCIP:

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PF20 = SECONDARY MENU; BATCH BALANCE AND OTHER OPTIONS  
PF1 = HELP INFO SCREEN  
PLEASE ENTER BATCH NUMBER AND DATA

**NOTE:** For National Life Flex contracts, PML/PMS/PBC or ABC, an interest effective date is to be used if cash is received more than 30 days prior to, or more than 30 days beyond, the DUE DATE of the premium you are paying.

You will need to "create" the contract payment if:

- A. the "image" is not available on the individual or group payment screens,
- B. you are to process special payments (e.g. ABC loan repayments, dividend accounting, etc).
- C. you are to correct subsequent errors.
- D. you are to utilize money that is in the contract's suspense.

## P8 TRANSACTION

A P8 transaction is used to place money into (see above sample), or to remove money from policy suspense. To remove money from policy suspense, a P8N transaction is used. The P8N transaction is most often used with a P0 transaction, in that they both offset to NL 28630 automatically.

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### CREATE NEW FLEX UNPAID RECORD

\*\*\*\*\*

RECORD NO. 1

BATCH NO:

CONTROL NO: 8401239 CHECK DIG: 2 IND CNTL: LINE: J  
TRUST NO: DUE DATE: INT EFF DATE: 911213  
ACCT\APPDIV: NET AMT: 32300 P-I: TRANS CODE: P8  
PREM-INTEREST: WHO CODE: SIGN: NO MONTHS:  
COMM CODE: DATE CHG: 1ST YR PREM: DESCRIP:

RECORD NO. 2

CONTROL NO: CHECK DIG: IND CNTL: LINE:  
TRUST NO: DUE DATE: INT EFF DATE:  
ACCT\APPDIV: NET AMT: P-I: TRANS CODE:  
PREM-INTEREST: WHO CODE: SIGN: NO MONTHS:  
COMM CODE: DATE CHG: 1ST YR PREM: DESCRIP:

PF20 = SECONDARY MENU; BATCH BALANCE AND OTHER OPTIONS  
PF1 = HELP INFO SCREEN 0290HB4779  
PLEASE ENTER BATCH NUMBER AND DATA

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## P4/P9 TRANSACTIONS

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CREATE NEW FLEX UNPAID RECORD  
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RECORD NO. 1 BATCH NO:

CONTROL NO: 8401239 CHECK DIG: 2 IND CNTL: LINE: J  
TRUST NO: DUE DATE: 9202 INT EFF DATE: 911213  
ACCT\APPDIV: NET AMT: 32300 P-I: P TRANS CODE: P4  
PREM-INTEREST: 32300 WHO CODE: SIGN: NO MONTHS:  
COMM CODE: DATE CHG: 1ST YR PREM: DESCRIP:

RECORD NO. 2

CONTROL NO: 8401239 CHECK DIG: 2 IND CNTL: LINE: J  
TRUST NO: DUE DATE: INT EFF DATE: 911213  
ACCT\APPDIV: PX NET AMT: 32300 P-I: TRANS CODE: P9  
PREM-INTEREST: WHO CODE: SIGN: N NO MONTHS:  
COMM CODE: DATE CHG: 1ST YR PREM: DESCRIP:

PF20 = SECONDARY MENU; BATCH BALANCE AND OTHER OPTIONS  
PF1 = HELP INFO SCREEN 0290HB4779  
PLEASE ENTER BATCH NUMBER AND DATA

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### P4 TRANSACTION

The P4 transaction can be used in place of the P0, however it does not automatically offset to the 0002863. You must offset the premium payment with a P9 transaction that will debit the account that your money is in. Just like Non-pension accounting, this P4 transaction may be used in the same manner (see sample above).

### P9 TRANSACTION

The P9 transaction is used in the same manner as Non-pension accounting (see sample of P9 listed in the non-pension section), in that you need to enter an account number that you are transferring money to or from (see sample above).

## PS TRANSACTION

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CREATE NEW FLEX UNPAID RECORD  
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RECORD NO. 1 BATCH NO:

CONTROL NO: 8401239 CHECK DIG: 2 IND CNTL: LINE: J  
TRUST NO: DUE DATE: 9201 INT EFF DATE: 920101  
ACCT\APPDIV: NET AMT: 32300 P-I: P TRANS CODE: PS  
PREM-INTEREST: 32300 WHO CODE: SIGN: NO MONTHS:  
COMM CODE: DATE CHG: 1ST YR PREM: DESCRIP:

RECORD NO. 2

CONTROL NO: CHECK DIG: IND CNTL: LINE:  
TRUST NO: DUE DATE: INT EFF DATE:  
ACCT\APPDIV: NET AMT: P-I: TRANS CODE:  
PREM-INTEREST: WHO CODE: SIGN: NO MONTHS:  
COMM CODE: DATE CHG: 1ST YR PREM: DESCRIP:

PF20 = SECONDARY MENU; BATCH BALANCE AND OTHER OPTIONS  
PF1 = HELP INFO SCREEN 0290HB4779  
PLEASE ENTER BATCH NUMBER AND DATA

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The PS transaction is one which automatically debits contract suspense. This transaction works essentially like the P4-P9 transaction. It is most often used to process IRA premium payments that were received during the year-end (before December 31st), but could not be paid because the due date on the premium notice was in January of the following year. The PS transaction is processed after the year-end update goes through in the beginning of the following year.

P0/P4 - REVERSING A PREMIUM PAYMENT

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CREATE NEW FLEX UNPAID RECORD  
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RECORD NO. 1 BATCH NO:

CONTROL NO: 8401239 CHECK DIG: 2 IND CNTL: LINE: J  
TRUST NO: DUE DATE: 9201 INT EFF DATE:  
ACCT\APPDIV: NET AMT: 32300 P-I: P TRANS CODE: P0  
PREM-INTEREST: 32300 WHO CODE: SIGN: N NO MONTHS:  
COMM CODE: DATE CHG: 1ST YR PREM: DESCRIP:

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RECORD NO. 1 BATCH NO:

CONTROL NO: 8401239 CHECK DIG: 2 IND CNTL: LINE: J  
TRUST NO: DUE DATE: 9201 INT EFF DATE: 920101  
ACCT\APPDIV: NET AMT: 32300 P-I: P TRANS CODE: P4  
PREM-INTEREST: 32300 WHO CODE: SIGN: N NO MONTHS:  
COMM CODE: DATE CHG: 1ST YR PREM: DESCRIP:

RECORD NO. 2

CONTROL NO: 8401239 CHECK DIG: 2 IND CNTL: LINE: J  
TRUST NO: 2 DUE DATE: INT EFF DATE: 920101  
ACCT\APPDIV: 1502875 NET AMT: 32300 P-I: TRANS CODE: P9  
PREM-INTEREST: WHO CODE: SIGN: N NO MONTHS:  
COMM CODE: DATE CHG: 1ST YR PREM: DESCRIP:

PF20 = SECONDARY MENU; BATCH BALANCE AND OTHER OPTIONS  
PF1 = HELP INFO SCREEN 0290HB4779  
PLEASE ENTER BATCH NUMBER AND DATA

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Flex contracts have a unique capability of which you may reverse premiums using either a P0N or a P4N transaction; unlike the Insurance product where you must use PP accounting. Complete the normal P0 or P4 transaction on the Unpaid screen (above) and insert an "N" in the SIGN field to reverse a premium.

NOTE: On a P0N transaction, you do not need to enter an interest effective date within the 30 day "window" rule (sample above).

On a P4N transaction, the interest effective date must always be entered (see above), regardless of the 30 day "window".