

Process Map

Thursday, May 30, 2024 2:23 PM

Link to Visio Process Map: [Platform Model Process Map](#) (12/5/2024)

Page Last Updated/Reviewed: 01/14/2025

Pipeline

Thursday, May 30, 2024 2:26 PM

***This part of the process is completed by Business Implementation Team Lead & EPIC Team**

1. Business Implementation Team Lead or Mike Feldman adds project to [Digital Pipeline](#) Monday.com board.
 - a. Name
 - b. Submitted by
 - c. Target LOB
 - d. Target Date for tagging
 - e. Year
 - f. Policy Count/Scope
 - g. Policy List status
 - h. Employee List Status

Digital Pipeline ▾

New item +

Q Search ⌂ Person ⌂ Filter ⌂ Sort ⌂ Hide ⌂ Group by ...

Platform Transfers

Item	Submitted By	Target LOB	Project Status	Target Date	Date Confirmed	Year	Policy List Status	Policy List Scope	Employee L...	Employee L... (sum)
ISO - June 2024	MF	Employee Benefits	In Process	Jun 19	Done	2024	Done	429	Working on it	
1NW - June 2024	MF	Employee Benefits	In Process	Jun 26	Done	2024	Working on it	773		
1SE - July 2024	MF	Employee Benefits	Not Started	Jul 9		2024	In Process			
1NE - Sept 2024	MF	Employee Benefits	Not Started	Sep 4			In Process	375		
1NW - Trust Hall	MF	Commercial Lines	Not Started	Jun 10			In Process	444		
1SW - Eldorado	MF	Commercial Lines	Not Started	Jun 17			In Process			
Cohort 0 - Legacy EB	MF	Employee Benefits	Not Started	Jun 17				4,500		
Cohort 0 - Legacy DirectLink	MF	Personal Lines	Not Started	Jun 17				30,000		
Cohort 1 - Southeast	MF	Mult-Lines	Not Started	Jun 24				20,000		
Cohort 1 - South	MF	Mult-Lines	Not Started	Jun 24				50,000		
Cohort 2 - West	MF	Mult-Lines	Not Started	Jul 8				29,000		
Offcycles	MF	Mult-Lines	Not Started	Jul 8				20,000		
+ Add item										

2. EPIC Team reviews Pipeline board and approves or changes target date for tagging.
3. EPIC Team schedules and confirms Go-Live
4. EPIC Team creates Project Plan Board in Monday.com
5. EPIC Team creates shared folder and adds link to Project Plan Board in Monday.com

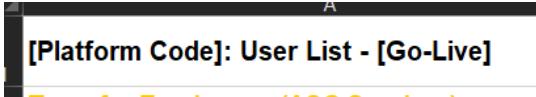
EPIC User List

Thursday, May 30, 2024 2:38 PM

***This part of the process is completed by Business Implementation Team Lead**

1. Go to [User List](#) Monday.com board.
2. Export Template
 - a. Click ... icon in top right corner of screen.
 - b. Click More Actions.
 - c. Click Export board to Excel
 - d. Click Export
3. Open exported excel file

4. Enter Platform Code in first row



5. Complete Transfer Employee & Region-Leadership sections
 - a. Transfer employee section is for list of AM's who will be servicing this book
 - b. Region-Leadership is list of regional leadership that needs access to this book (list main contact for Region - if more are identified later we can get them access later)
6. Save file in projects OneDrive folder
 - a. Naming convention = Project Name_Platform Code_User List
 - b. Example: South Platform Wave 2_ISO_User List

7. Upload copy of file to shared folder linked in the Project Plan Monday.com board under task Prep: Pipeline - Subtask Create Document Folder Structure

Item	Owner	Task Owner	Task Status	Due Date	Cross-Funct...	Milestone	Depend...
Prep: Pipeline 3	Mike Feldman	Mike Feldman	Done	Rachel Landry	Prep: Internal		
Subitem	Owner	Task Owner	Task Status	Due Date	Task Note	Link	Last updated
Identify LOB being transferred	MF	Mike Feldman	Done				6 days ago
Desired Date of Transfer Confirmed	MF	Mike Feldman	Done				6 days ago
Create Document Folder Structure	MF		Done			South Project Docu...	1 day ago

Less is more as far as access goes.

Regional Database Records

Thursday, May 30, 2024 2:28 PM

***This part of the process is completed by Platform's REA & Platform's System Analysts**

1. Add new or update Employee Record in EPIC to reflect move to ADS
2. Analyze and cleanup any past conversion code issues (invalid codes cannot exist in data fields we are updating in EPIC)
 - a. Account Level Servicing Roles
 - b. Policy Level Servicing Roles
 - c. Activity Who/Owner
 - d. Client Contract (if any) Servicing Role
 - e. Companies
 - f. Brokers
 - g. Employees
 - h. Policy Types
3. Complete Service Summary Row Cleanup - N/A, Not Issued, Submitted
4. Add New "ASC" Agency Defined Category to Platform if it has not yet been added
 - a. ASC ADC is added to employee file for all employees transferring
5. If the employee is transferring to ADS from the Regional Platform - run Book of Business for this servicer to identify policies/accounts that will not be transferring to ASC/ADS. If the employee is the servicer on additional policies/accounts, they will need to be re-coded to a different servicer within the Platform.
6. Work with Regional Leadership to reassign policies/policies/accounts identified in previous step.

Regional Database Configuration & Structure

Thursday, May 30, 2024 2:28 PM

***This part of the process is completed by Platform's REA, EPIC Team, & Platform's System Analysts**

1. EPIC Team (Emily Olson) & REA confirms ASC Profit Center Structure
2. REA adds ASC Profit Center Structure to Platform EPIC if it has not been added already
3. REA & Systems Analysts confirm activity code setup -1DS1
 - a. If not in production, request activity code to be added.

EPIC Security for Employee & Access

Thursday, May 30, 2024 2:28 PM

***This part of the process is completed by EPIC Security Team & Platform REA**

1. EPIC Security Lead (Lisa Baltruczak) schedules EPIC Security Call with REA
2. EPIC Security Lead (Lisa Baltruczak) extracts User List from shared folder
3. EPIC Security Call is held

Data Intake File

1. Mike/Brian asks AP/Platform to supply the lookup codes for the groups that are moving to ADS, along with whether they are on Group EPIC, Platform EPIC, or Standalone EPIC database.
2. AP/Platform sends information back.
3. Project Manager sends Mike Vollmer the list of lookup codes and what EPIC platform they are on, asking for a data extract.
 - a. CC' Systems Implementation Analysts on all requests to Mike V.
4. Mike Vollmer pulls data extract and sends back to Project Manager for data analysis.

Discovery Questions

In addition to gathering Group & Policy data on the data intake file, ask the AP/Platforms for answers to the discovery questions below:^{*}

What AMS System does each AP within this block transfer use?
If EPIC, do you use the Web Browser Version or Desktop AP?

What Benefit Admin System/Enrollment Vendor do they use? (Example: Ease, Employee Navigator)

What Payroll Vendors do the clients use?

Do the AP's within this block transfer use Suvaun?

- a. If so, are all groups in Suvaun, or can you provide a list that are in Suvaun? (We ask this because we can have their Suvaun profiles transferred to our Suvaun account which is easier than building them from scratch.)

Are there any "level" or "self-funded" medical plans?

- a. If so, which ones? (We may not be able to handle these plans.)

How are compliance notifications (i.e. State COBRA, COBRA, Privacy, POP, etc.) handled for the groups in the block transfer? (Identify Vendor's and details for each group)

Are any of the transferred groups assigned to a GA? If yes, can you identify which groups and what GA they are written through?

Do any groups pay a "Micro Fee" (fee paid to AP/Platform in addition to the commission received from the carriers)?

- a. If so...
 - a. How much?
 - b. How Frequent?
 - c. Is there a fee agreement in place with the client?
 - d. How are the clients invoiced?

Please identify high priority clients.

High Priority = High Revenue (Either in one particular LOB or across multiple LOB)
OR = Special Relationship

*Number of High Priority Clients should not exceed 2% of the Book of Business being transferred to Acrisure Digital Solutions

Where are attachments kept? (In AMS System, File Folders, or other?)

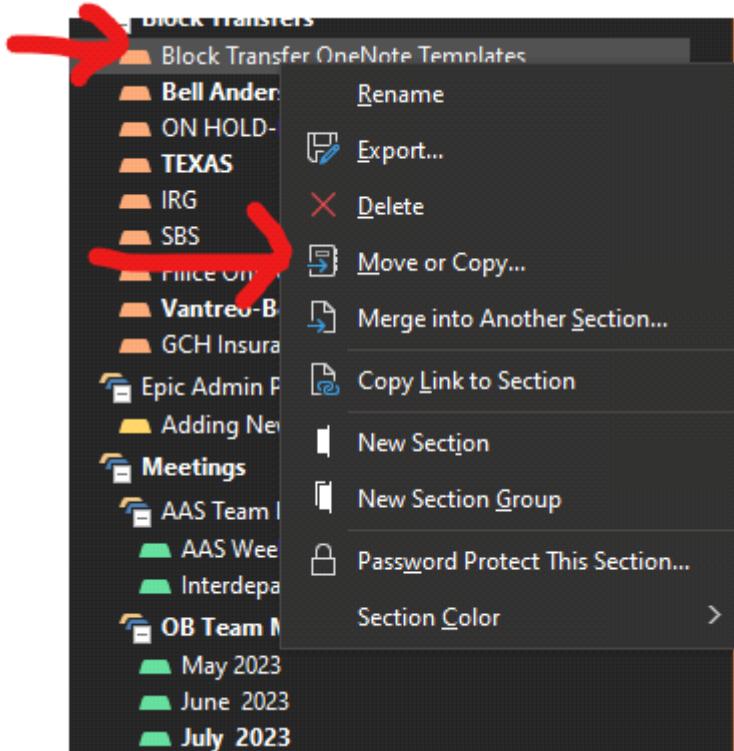
Who is listed as producer on House Accounts with the carriers?

***Not having this information upfront shouldn't hold the project from moving forward. We can continue to gather this information while moving forward with Data Analysis and Kick-off.**

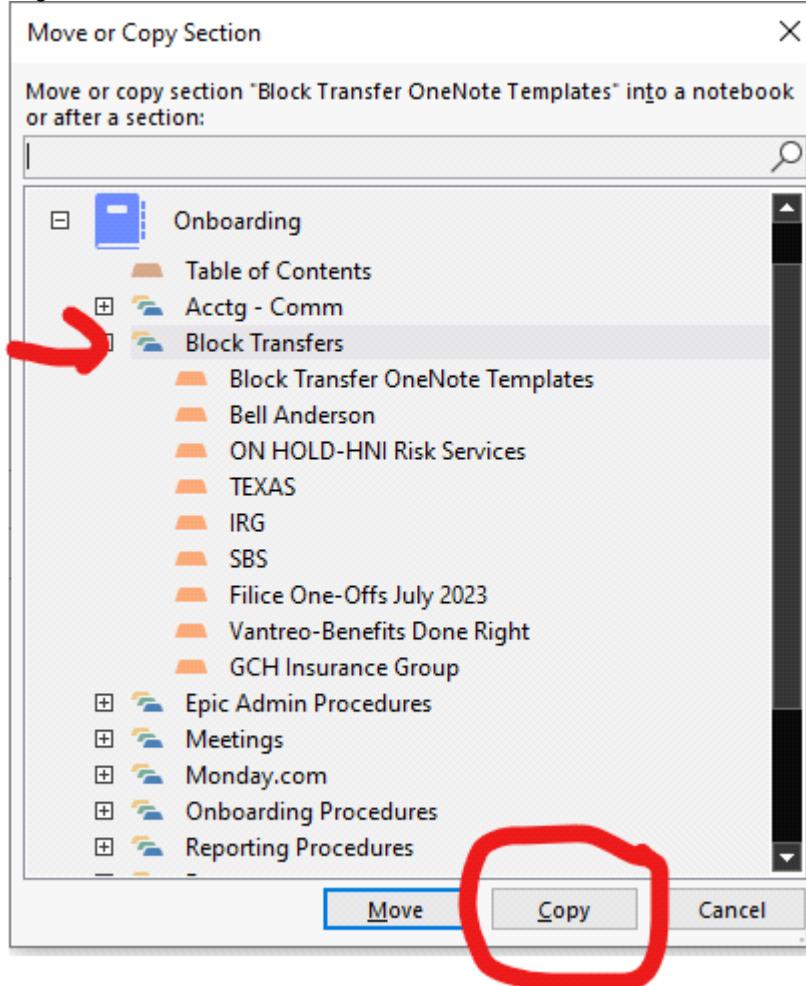
Setting Up OneNote

Tuesday, June 4, 2024 10:11 AM

1. Right click on the section titled [Block Transfer OneNote Template](#)
2. Click Move or Copy

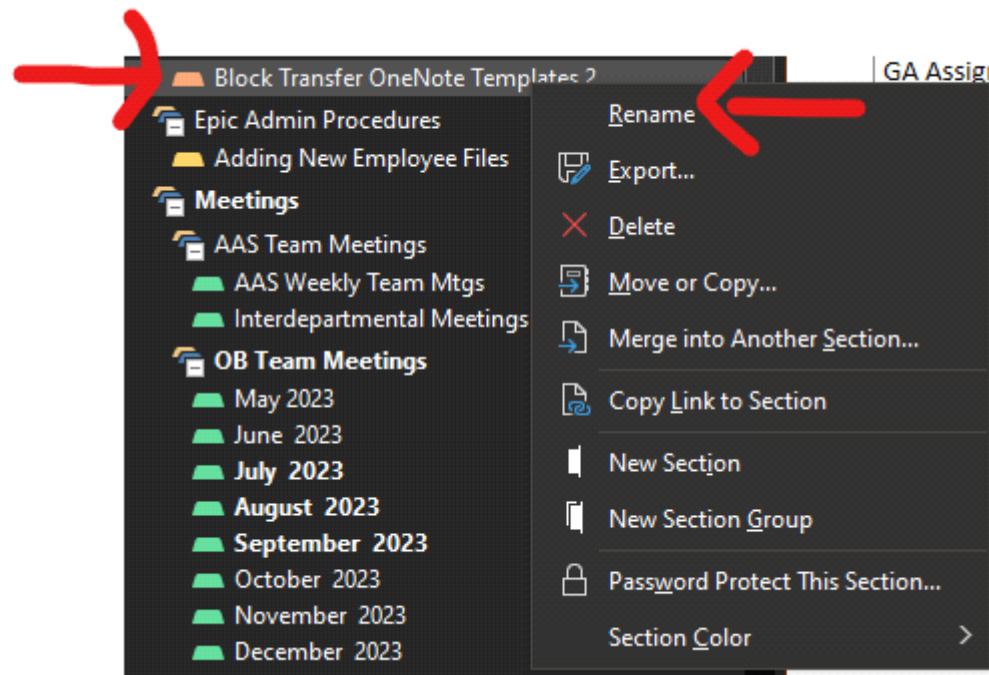


3. Highlight Block Transfers Group Section
4. Click Copy



5. Right click on the section copy you just created

6. Click Rename



7. Type in the APs name

8. Delete the Project Log- BOR Model page ([Example](#))

9. Go to the Contact Info page for the project you just created a tab for.

10. Type in the contact information for the project ([Example](#))
11. Add the answers to the Discovery Questions to the Discovery Questions OneNote page for the project ([Example](#))

EPIC Extract Format

Friday, March 29, 2024 2:38 PM

RE_
Updates t...

Template & Sample Files

File	Description
Standardized EPIC Extract Template	EPIC Extract Template
ACB Data Pull Req_...	Example: ACB Data Extract

Extract Query Details

Group Contacts Tab	• Pulls all but primary contact into this tab
Client Tab	• This will have primary contact info, address info and other client level information
Policy Detail Tab	• This contains all the policy details for the groups we sent to be extracted
Extract's Date Range	• Mike V. will pull anything active & future dated policies
Premium & Commission Amounts on Package Policies	<ul style="list-style-type: none"> Pulled at line level & policy level <ul style="list-style-type: none"> If Policy level commissions look inflated it is because of data entry error on the AP/Platform side, most likely caused by AP/Platform entering the total policy premium/commission amount at line level for each policy in package instead of breaking it out by line. Policy level will then get zeroed out so that the script to calculate based on line level can run.

Field Notes

Field Name	Notes							
Dept	<ul style="list-style-type: none"> Will pull all lines <ul style="list-style-type: none"> PM will review file and mark non-EB policies and they will be removed from the file before being sent for import 							
STATUS	<ul style="list-style-type: none"> The following status codes are excluded: <table border="1"> <tr><td>QUO – Quoting Use Only</td></tr> <tr><td>CRN – Cancelled</td></tr> <tr><td>CRW – Cancelled</td></tr> <tr><td>ZER – Created in Error</td></tr> <tr><td>NRR – Non-renewed Renewal</td></tr> <tr><td>CNW- Cancelled New</td></tr> <tr><td>NRN- Non-renewed New</td></tr> </table>	QUO – Quoting Use Only	CRN – Cancelled	CRW – Cancelled	ZER – Created in Error	NRR – Non-renewed Renewal	CNW- Cancelled New	NRN- Non-renewed New
QUO – Quoting Use Only								
CRN – Cancelled								
CRW – Cancelled								
ZER – Created in Error								
NRR – Non-renewed Renewal								
CNW- Cancelled New								
NRN- Non-renewed New								
IssCompany	<ul style="list-style-type: none"> Will be changed from code to full name/description 							
PPECompany	<ul style="list-style-type: none"> Will be changed from code to full name/description 							
Service Role 1	<ul style="list-style-type: none"> Full name/description not code 							
Service Role 2	<ul style="list-style-type: none"> Full name/description not code 							
GroupProd	<ul style="list-style-type: none"> Full name/description not code 							
GroupCSR	<ul style="list-style-type: none"> Full name/description not code 							
Service Role 5	<ul style="list-style-type: none"> Full name/description not code 							
Service Role 6	<ul style="list-style-type: none"> Full name/description not code 							
Service Role 7	<ul style="list-style-type: none"> Full name/description not code 							
Service Role 8	<ul style="list-style-type: none"> Full name/description not code 							
Service Role 9	<ul style="list-style-type: none"> Full name/description not code 							
Service Role 10	<ul style="list-style-type: none"> Full name/description not code 							

Acrisure Digital Solutions	Platform Model Procedures	Extracted 5/12/2025
EBProd1	• Full name/description not code	
EBProd2	• Full name/description not code	
EBServicer1	• Full name/description not code	
EBServicer2	• Full name/description not code	
Service Role 15	• Full name/description not code	
Service Role 16	• Full name/description not code	
Service Role 17	• Full name/description not code	
Service Role 18	• Full name/description not code	
Service Role 19	• Full name/description not code	
Service Role 20	• Full name/description not code	
PRBR1	• Full name/description not code	
PRBR2	• Full name/description not code	
PRBR3	• Full name/description not code	
PAYLk_4	• Full name/description not code	
PAYLk_5	• Full name/description not code	
PAYLk_6	• Full name/description not code	
PAYLk_7	• Full name/description not code	
PAYLk_8	• Full name/description not code	
PAYLk_9	• Full name/description not code	
PAYLk_10	• Full name/description not code	

EPIC Build from Export File

- The export file will be mapped to the EPIC Import Utility file format for import

Data Analysis

Thursday, May 30, 2024 2:36 PM

EPIC Extract Data Review

1. ADS PM reviews data extract for non-Employee Benefits policies or any other policies that should not be imported into ADS EPIC and remove the non-EB policies from the extract file.

- a. Check for supported vs non-supported policy types (Use link below for supported vs non-supported policy types)

[EB Policy Types Supported vs Non-Supported](#)

Note: Remember save original file before removing non-EB policies

2. ADS PM reviews data file and discovery question answers for any errors or missing data. ([See Review Checklist](#))
3. ADS PM sends [Data Extraction Review & Confirmation Email](#)
4. ADS PM sends file to AST Team Lead and Brian Lelio for AM Assignments.
5. Once AM Assignments are complete, ADS PM sends final approval request to Platform Leader. *
6. Add Project to AAS Onboarding Volume and AP Onboarding Overview Monday.com boards

*Once file has been finalized and approved by AP/Platform groups cannot be removed. If the AP/Platform insists the group needs to stay with them the tagging will need to be fixed after IT has completed their process.

Review Checklist

Tuesday, June 4, 2024 1:11 PM

Below is a list of things to review when you receive a data intake file from an AP. This is not a comprehensive list.

- Do all the groups on the list sent for EPIC Extract appear on the EPIC Data Extract spreadsheet? (Use [v-lookup](#) or [x-lookup](#) to audit)
- Are there any Rows/Columns hidden?
- Are there any cells/rows/columns left fully/partially blank?
- Are there any compliance fees?
 - May show up as separate line with XYZ Carrier as the issuing & billing company.
- Check plan start and expiration dates.
 - Are the expiration dates after the start dates?
 - Is the start date on the 1st of the month and the end date on the last day of the previous month a year later (
 - **Example:** Start = 11/1/2023 & End = 10/31/2024
 - Are there any of the policies already expired? (AP may have forgotten to update after renewing....or it may be a lost group).
 - Are there any mistyped dates? Example: 13/1/2024 instead of 12/1/2024
- Are there any commissionable producers?
- ? Are there clients in any states that aren't supported by Ease or Suvaun? (See [Finding Rate Areas](#))
- Check policy type(s)
 - **Policy Types We Can't Take**
 - Individual Policy Types (All)
 - ICHRA
 - Self-Funded
 - Worksite Products
- Check States (making sure ADS and Platform AM's are licensed there)
- Check for international addresses (Ex: BC = Canada)

Producer Licensing Confirmation

Tuesday, June 4, 2024 10:32 AM

File Examples

Data Extract File:



South
Platform ...

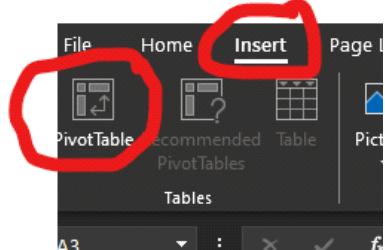
Producer Licensing List:



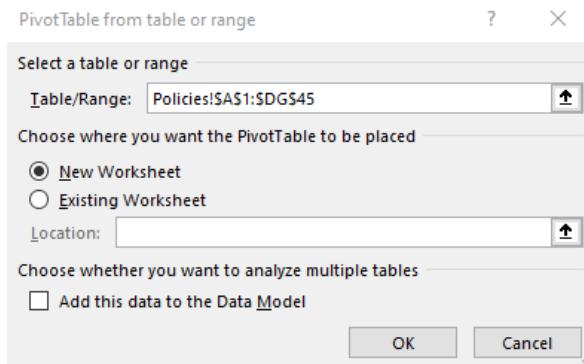
South
Platform ...

Instructions

1. Open data extract file.
2. Go to policies tab.
3. On the top of the screen go to the insert banner.
4. Click pivot table to create a pivot table.



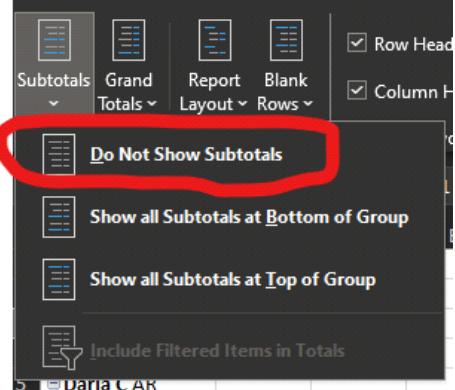
5. Select table range if it doesn't do it for you.
 - a. You will want all the PRBR producer columns and the issuing state in order to gather the information you need.
6. Select New Worksheet for where you want the pivot table placed.



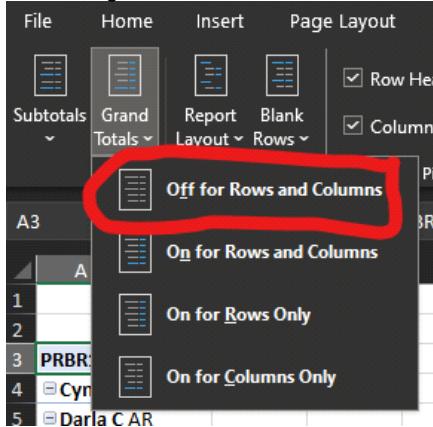
7. Click ok.
8. In the Rows field drag and drop PRBR1 and Issuing location.

The screenshot shows the 'PivotTable Fields' dialog box. At the top, it says 'Choose fields to add to report:' with a search bar and a gear icon. Below is a list of fields: SERVICEROLE20, PAY1Type, PRBR1 (which is checked), PRBR1ProdCdt, PRBR1CommType, PRBR1Comm%, test, Producer Commission, PAY2Type, PRBR2, PRBR2PrdCdt, PRBR2CommType, PRBR2Comm%, and PAY2Type. A 'Drag fields between areas below:' section follows, divided into 'Filters', 'Columns', 'Rows', and 'Values'. Under 'Rows', 'PRBR1' and 'IssLoc' are listed. At the bottom are 'Defer Layout Update' and 'Update' buttons.

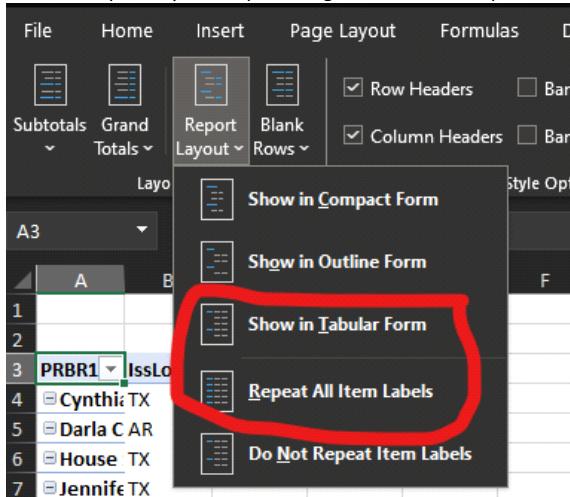
9. Select the pivot table and go to the design banner.
10. Click the subtotals dropdown and select "Do Not Show Subtotals"



11. Click the Grand Totals dropdown and select "Off for Rows and Columns"



12. Click the Report Layout dropdown and select "Show in Tabular form"
13. Click the Report Layout dropdown again and select "Repeat All Item Labels"



14. Copy the pivot table results into a separate spreadsheet. (Paste values only to get rid of the pivot table function.)
15. Save this spreadsheet in the project's folder in OneDrive.
 - a. Use naming convention: Project Name_Producer Licensing List
 - b. Example: South Platform Wave 2_Project Licensing List

If you don't have any producers listed in PRBR2 column that are being paid
producer compensation skip to step 26

16. Go back to the pivot table tab.
17. In the Rows field remove PRBR1 and add PRBR2

PivotTable Fields

Choose fields to add to report:

Search

PAY1Type
 PRBR1
 PRBR1ProdCdt
 PRBR1CommType
 PRBR1Comm%
 test
 Producer Commission
 PAY2Type
 PRBR2
 PRBR2PrdCdt
 PRBR2CommType
 PRBR2Comm%
 PAY3Type

Drag fields between areas below:

Filters Columns

Rows Values

PRBR2 IssLoc

Defer Layout Update

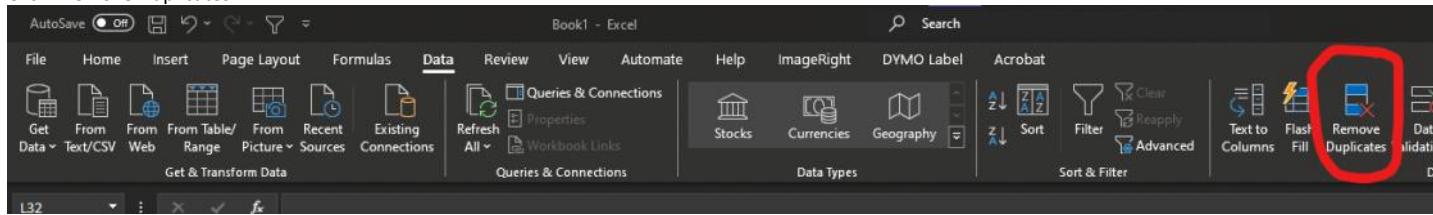
18. Copy the pivot table results and past into that separate spreadsheet you created in step 9.

If you don't have any producers listed in PRBR3 column that are being paid producer compensation skip to step 26.

19. Go back to the pivot table tab.
20. In the Rows field remove PRBR2 and add PRBR3

The screenshot shows the 'PivotTable Fields' ribbon in Power BI. At the top, there's a search bar with a magnifying glass icon and a gear icon for settings. Below the search bar is a list of fields: PRBR1ProdCdt, PRBR1CommType, PRBR1Comm%, test, Producer Commission, PAY2Type, PRBR2, PRBR2PrdCdt, PRBR2CommType, PRBR2Comm%, PAY3Type, PRBR3 (which is selected and highlighted in green), PRBR3ProdCdt, and PRBR3CommType. The 'PRBR3' field is currently selected. Below this list is a section titled 'Drag fields between areas below:' with four categories: 'Filters' (empty), 'Columns' (empty), 'Rows' containing 'PRBR3' and 'IssLoc', and 'Values' (empty). At the bottom left is a checkbox for 'Defer Layout Update', and at the bottom right is a button labeled 'Update'.

21. Copy the pivot table results and past into that separate spreadsheet you created in step 9 & 12.
 22. On the producer licensing spreadsheet you created remove all House Accounts and blanks.
 23. Select the two columns with data in them.
 24. Go to data banner.
 25. Click "Remove Duplicates"



26. Make sure the file is saved and exit.

Note: If you have policies in multiple EPIC Databases or other AMS systems you will need to repeat the steps above for each database/system (but pasting to the same Producer Licensing List file)

You now should have a file that contains a list of all the producers being paid producer comp and the states they have written policies in.

27. Open the [Confirmation of Licensed Producer](#) email template.
 28. Update the subject line to include your project name.
 29. Attach the Producer Licensing List file to the email.
 30. Add the platform leader to the To: field.
 31. Once you receive response, save it in your project's OneDrive file.

Note: If a producer is not licensed in a state they won't be eligible to continue to receive producer compensation for policies written in that particular state.

- They can decide to get licensed in that state if they so choose, but they will need to work with licensing to do that.
- If they aren't licensed in a state and they chose not to pursue the license remove them from PRBR and make it a house account.

Panel Carrier Report

Tuesday, February 27, 2024 1:41 PM

Purpose:

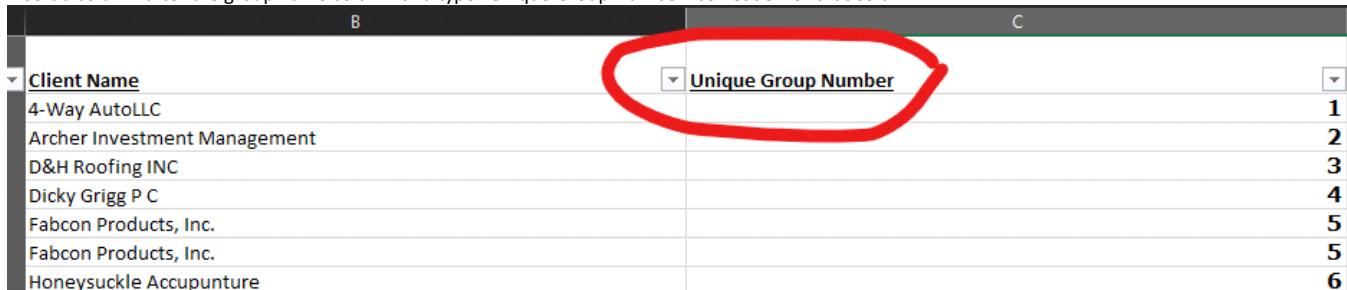
Sent to our panel carriers so that they know when they can expect an influx in new quotes. Part of the agreement with the panel carriers is that we will give them an opportunity to quote for all our groups (whether or not they have policies with them already).

Sample Report:

Original File	 Northwest Platform_...
File up to Step 16 (Before deleting out columns)	 Northwest Platform_...
Final Panel Carrier Report	 Northwest Platform_...

Instructions:

1. Open the final data file for the block transfer.
2. Save a copy of this file with the naming convention Platform Name_Panel Carrier Report_Date of Report to the OneDrive file for that block transfer.
Example:
South Platform Wave 1_Panel Carrier Report_02-26-2024
3. Insert a column after the group name column and type "Unique Group Number" as header for that column.



B	C
<u>Client Name</u>	<u>Unique Group Number</u>
4-Way AutoLLC	1
Archer Investment Management	2
D&H Roofing INC	3
Dicky Grigg P C	4
Fabcon Products, Inc.	5
Fabcon Products, Inc.	5
Honeysuckle Accupuncture	6

4. In the second cell of the column you just created, copy and paste the following formula:
 $=IF(COUNTIF(B$2:B2,B2)=1,MAX(C$1:C1)+1,VLOOKUP(B2,B$1:C1,2,0))$

NOTE: Depending on the location of the Client/Group Name column and the Unique Group Number column in the worksheet you may need to manually adjust the formula to reflect the correct column letter.

Example:

Say the client name column in the above example was actually in column F and the unique group number was in column G, in the formula where you see B you would change it to F and where you see C you would change it to G.

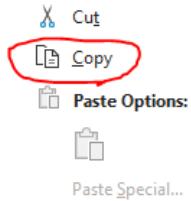
The final formula would read:

$=IF(COUNTIF(F$2:F2,F2)=1,MAX(G$1:G1)+1,VLOOKUP(F2,F$1:G1,2,0))$

5. Copy the formula down for each row in the Unique Group Number column. You can do this by clicking the lower right corner of the cell you just entered the formula into. The Unique Number column should now display a unique number for each group

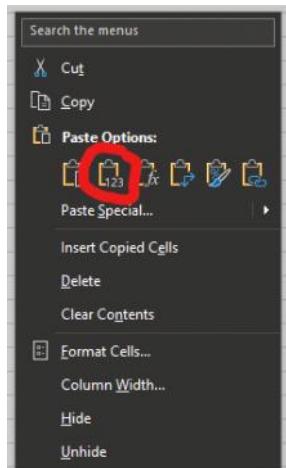
B	C	D
Client Name	Unique Group Number	\$
4-Way AutoLLC	1	8
Archer Investment Management	2	5
D&H Roofing INC	3	2
Dicky Grigg P C	4	5
Fabcon Products, Inc.	5	4
Fabcon Products, Inc.	5	4
Honeysuckle Accupuncture	6	6
Jean Marc Fray Inc.	7	4
Jean Marc Fray Inc.	7	4
Local Lifters LLC	8	4
North Forest Development Austin LLC	9	2
North Forest Development Austin LLC	9	2
Price Ainsworth ,LLP	10	5
Texas Land Surveying, Inc.	11	5
Texas Land Surveying, Inc.	11	5
Weinman & Associates, P.C.	12	5
Weinman & Associates, P.C.	12	5
Weinman & Associates, P.C.	12	5
Wildflower Animal Hospital PLLC	13	5
Wildflower Animal Hospital PLLC	13	5
Wildflower Animal Hospital PLLC	13	5
AEM Group, LLC	14	1
Aria Real Estate Group, LLC	15	5
AT VENTURES LLC dba ATV Bookkeeping	16	5
AT VENTURES LLC dba ATV Bookkeeping	16	5
AWKA Properties, LLC	17	5
AWKA Properties, LLC	17	5
Ben Coffin dba Granny Had One	18	7
Ben Coffin dba Granny Had One	18	7
Ben Coffin dba Granny Had One	18	7
Bliss Electric	19	2
Bodin Chiropractic PLLC	20	6

6. Highlight the Unique Group Number column.
7. Right click and select copy.



8. Right click in the first cell of the Unique Group Number column
9. Right click and select paste values

Note: The paste option with the clipboard icon with 123 in it is paste values only.



8. Highlight the 4 columns after the Unique Group Number column.
9. Right click.
10. Select insert.

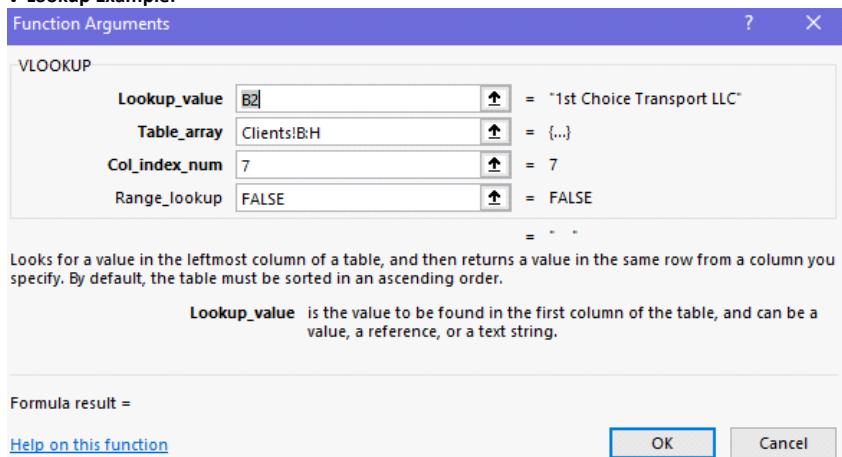
Note: This should have inserted 4 blank rows in after the Unique Group Number column.

11. Title the first blank column *Client State*, the second blank column *Client Zip Code*, the third column *SIC Sector*, the fourth column *NAICS Sector*

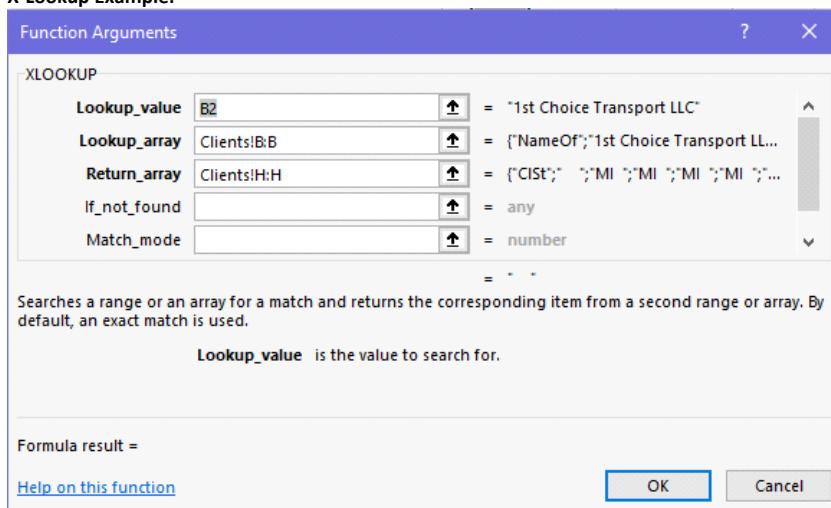
Unique Group #	State	Zip Code	SIC Sector	NAICS Sector
1				

12. In the second cell of the column you titled Client State, do a v or xlookup using the AccountName on the Policies tab and matching it to the clients tab to populate the state for the policy.

V-Lookup Example:

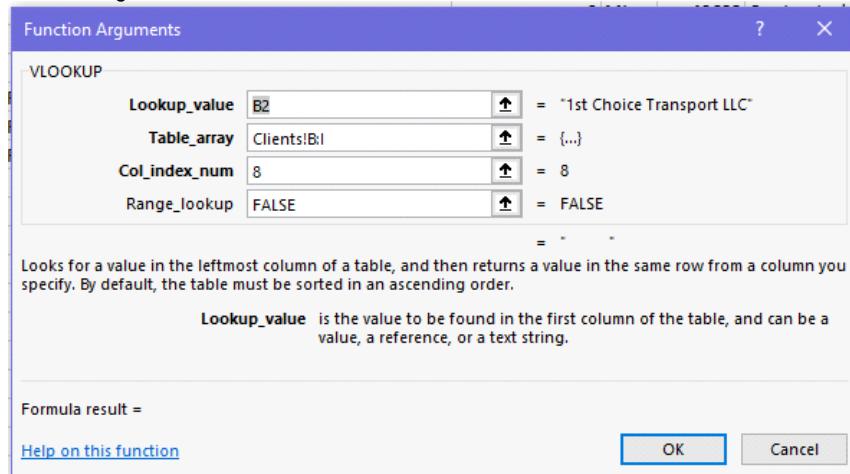
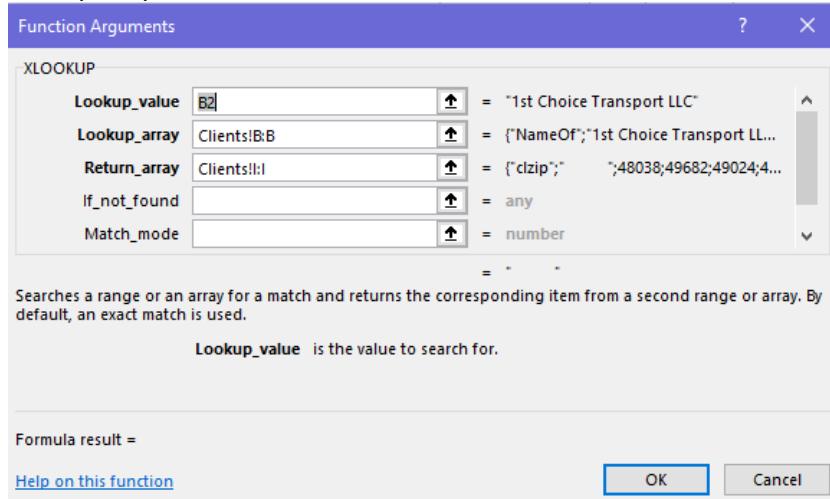


X-Lookup Example:

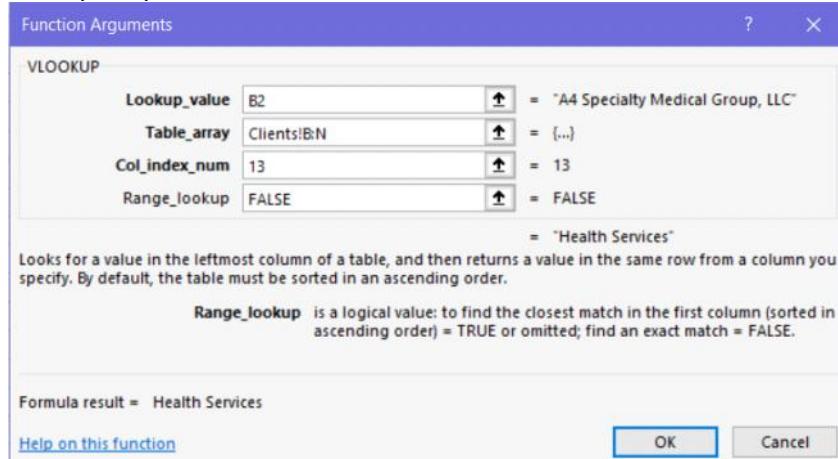


13. In the second cell of the column you titled Client Zip Code, do a v or xlookup using the AccountName on the Policies tab and matching it to the clients tab to populate the zip code for the policy.

V-Lookup Example:

**X-Lookup Example:**

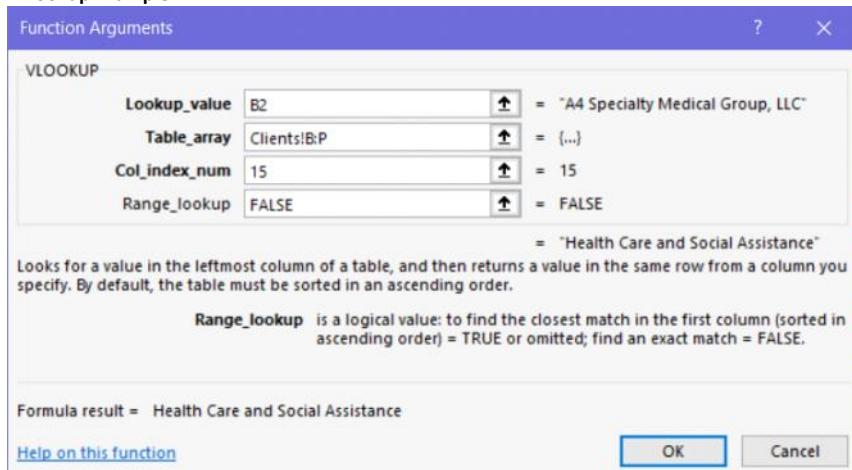
14. In the second cell of the column you titled SIC Sector, do a v or xlookup using the AccountName on the Policies tab and matching it to the clients tab to populate the SIC Sector for the policy.

V-Lookup Example:**X-Lookup Example:**

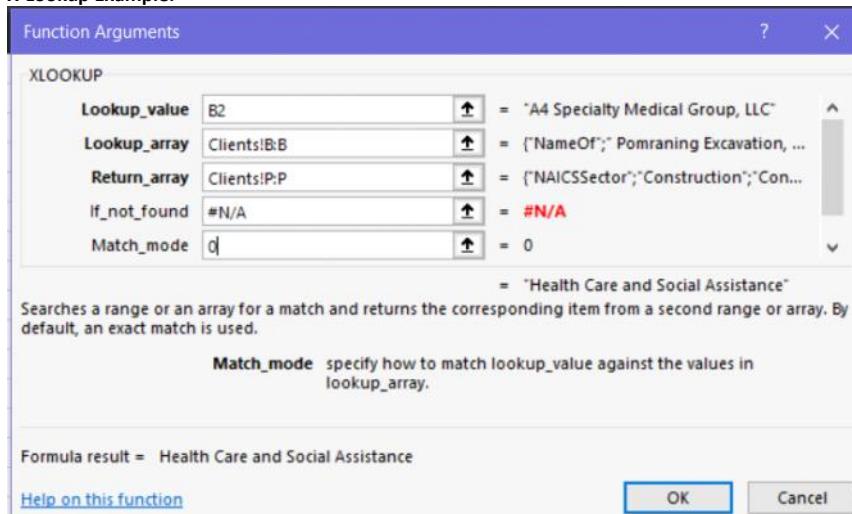


15. In the second cell of the column you titled NAICS Sector, do a v or xlookup using the AccountName on the Policies tab and matching it to the clients tab to populate the NAICS Sector for the policy.

V-Lookup Example:

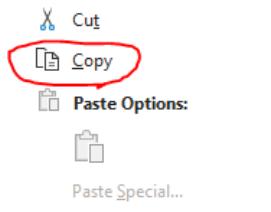


X-Lookup Example:



16. Highlight the Client State, Client Zip, SIC Sector, and NAICS Sector columns.

17. Right click and select copy.



18. Right click in the first cell of the Client State column.

19. Right click and select paste values

Note: The paste option with the clipboard icon with 123 in it is paste values only.



14. Delete all columns except for the following:

- Unique Group Number
- Client State
- Client Zip Code
- SIC Sector
- NAICS Sector
- Policy Effective Date
- Line Type Description
- RisksInsured

15. Highlight the policy effective column

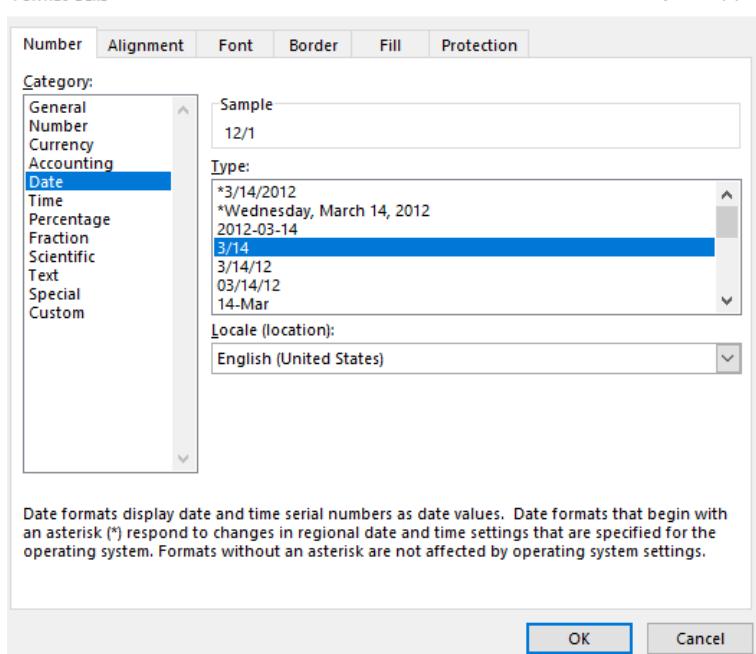
16. Right click

17. Select Format Cells

18. On the numbers tab, select Date under the Category field.

19. Under Type, select the option that just shows the month and date (no year)

Format Cells



20. Make sure file is saved and close file.
21. Send report to Brian Lelio & Bethany Lueb using [Platform Name - Panel Carrier Report](#) email template in the [Email Templates folder in OneDrive](#).

Note: When sending the email make sure to update the email subject line and the body of the email to include platform name.



Hello Brian & Bethany,

Attached is the Panel Carrier Report for the [Platform Name] block transfer to send to the panel carriers.

Thank you

Taylor Montgomery
Business Implementation Analyst



Email: [TaMontgomery@Acrisure.com](mailto:Tamontgomery@Acrisure.com)
Direct: (380) 254-8062

Service Team acustomerservice@acrisure.com | 800-793-0882

Coverage cannot be issued, changed, cancelled, modified or otherwise altered without speaking to and receiving written confirmation from an authorized representative of Acrisure, LLC.

PRIVILEGED AND CONFIDENTIAL - This e-mail, and any attachments, may contain confidential information intended only for the individual(s) named above. If you have received this e-mail in error, or you are not the intended recipient, please notify the sender and delete the e-mail. Any disclosure, copying, distribution, or use of the information received in error is strictly prohibited.

Next Step: System Builds

EPIC Training

Thursday, May 30, 2024 2:28 PM

EPIC Training will be conducted by the Platform's REA or Practice Leader. Direct any Platform EPIC questions to them as well.

[Platform Applied Resource Center](#)

Notification of EPIC Tagging Communication

Thursday, May 30, 2024 2:40 PM

Send [Notification of EPIC Tagging](#) email to Accounting, Finance, Platform Leader(s) cc'ing Brian Lelio, Bethany Lueb, and AM Team Leads.

Current Accounting & Finance Contacts

- Tyler Frye
- Michelle Palma

Reminder: Don't forget to update the project specific fields.

- Project Name in Subject Line
- Platform name in line 1 of body

Kick-off Call

Monday, July 22, 2024 10:27 AM

1. Schedule kick-off with AP/Platform.
 - Presentation shouldn't take longer than 15 minutes + 15 minutes for questions
2. Personalize Kick-off Presentation
 - Power Point Template
3. Have Kick-off meeting.
 - a. During call confirm with Platform Leaders they are aware of their responsibility to train ADS AM(s) on regional specifics (i.e. markets, requirements, etc.)
4. Send out "Getting Started" email to AP
 - Sent from Project Manager's personal AAS email address
 - Attachments to add to email
 - 1.1 Kick-off Deck_Platform Model
 - 1.2 ADS - Lead Generation Form

AM Introduction Call

Monday, July 22, 2024 10:32 AM

Complete only if AM is a new hire or current ADS AM being assigned a Platform Model Book. If AM is coming from Platform, no need to hold call.

After the Kickoff Call is completed, it is important to get an AM Introduction Call on the calendar as the next presentation that will be held with the Platform Leader/AP.

Purpose

The purpose of the AM Introduction Call is to introduce the Account Managers on both sides of the block transfer so that they can coordinate and make the transition with clients go as smoothly as possible.

It covers the following:

- Ask/Answer Questions on groups/policies/carriers/processes
- Share insights on market, group, carrier intricacies
- Start renewal & deprecation discussions

When it takes place

The call is scheduled after the Kickoff Call takes place and after AM Assignments have been made by AST Leadership.

Who is invited

- Platform Leader/AP
- AM's from AP/Platform (indicated by Platform Leader/AP)
- The PM of the Block Transfer
- AM's assigned to the Block Transfer by AST Leadership
- Leadership (ADS AM Team Lead, ADS Business Implementation Team Lead)

What is delivered

The PowerPoint presentation ([link below](#)) is developed to guide the discussion. It covers the following items that AP's may have questions on:

- Milestones
- Renewals
 - o Who is responsible for renewals and how they will be handled.
- *Key Takeaways*
- *Commonly Asked Questions*

The Slide Deck is here: [Link](#)

Data Clean-up Expectations Call

Thursday, May 30, 2024 2:29 PM

Topics

1. Why it is important that all data is clean before transition to ADS EPIC database.
2. Required fields.
 - o Policy numbers
 - o Effective dates
 - o Expiration dates (accurate)
 - o Estimated Premium
 - o Estimated Commission/Revenue
 - o Line description (accurate)
 - o Line types (accurate)
 - o Number of risks insured
 - o Number of eligible EE's
 - o Issuing company
 - o Billing company
 - o Micro fees + compliance fee's
 - o Fein
 - o NAICS Codes
 - o SIC Codes
 - o SIC/Industry description
 - o Full address (NO PO boxes)
 - o Contact info (primary contact name, phone number, and email address)
 - o Commission percentage
 - o Account manager name
 - o PRBR's
3. Renewal processing
4. Clean-up effort monitoring
5. Clean-up timeline

Client/Policy Updates & Activity Import

Thursday, May 30, 2024 2:29 PM

- Once ADS PM receives final approval from Platform Leader and AM assignments have been finalized, the file is sent to the Systems Implementation Team.
- SI Team performs final analysis of the file.
- SI Team configures file with ADS specific fields:
 - EB Servicer 1
 - Account Level and Policy Level
 - Profit Center
- SI Team creates Platform Model Policy Level Activity Template for import of 1DS1 activity in Regional Platform Epic.
 - Activity is setup to close as successful automatically
 - Activity description will include the prior EB servicer and prior profit center
 - Follow up start date will reflect the date of the activity import
- SI Team drops Policy List Report file and Activity Template into the applicable Monday.com Platform Model Project Plan board folder
 - Email is sent to the following recipients to inform them that the files have been provided for Epic Update/Import:
 - TO: Mike Vollmer, Rachel Landry, Rachel Key, Jennifer Dibert, Lisa Baltruczak
 - CC: Mike Feldman, Taylor Montgomery, Project Manager(s), Ashley Hirschman/Katie Jones
- Samples are not received or reviewed for the Platform Model Update/Import
- **Mike Vollmer will inform everyone once the Update/Import is complete in the Regional Platform database**

Post Transfer True-Up

Thursday, May 30, 2024 2:31 PM

SDK updates and activity imports are complete, the Systems Analysts will run the reports listed below and send them to the project manager who will in turn check to make sure all the updates/imports were completed.

Book of Business Report (ASC Profit Center)

- Check EB Servicer 1 field for each policy to make sure the correct AM is listed
- Check that all groups and policies have ASC profit center

Book of Business Report (All-but ASC Profit Center)

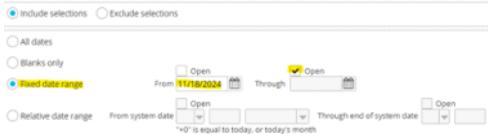
- Check that the AM isn't attached to non-ADS policies

Activity Report

- Check that all policies have 1DS1 Activity attached to it

Once you receive the email confirming that 1DS validation can begin, log into the applicable platform database and run the following reports:

- *Post System Update - Activity Report
 - Adjust Date/Time Entered in the Modify Criteria section to include a fixed date range of the date the files were submitted through open



- Save in the "Post Update Quality Review" folder in the applicable platform/project folder under the following file path. Name it "Activity Report_today's date"

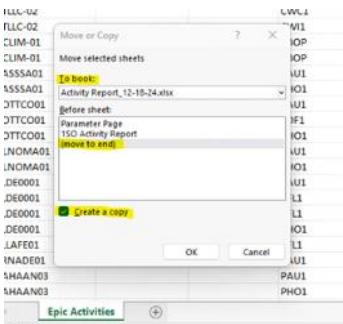
1. ONEDRIVE Collaboration > Onboarding > Platform Model Transfers > P&C

- *EB Post System Update - Policy List Report
 - This report can be generated with no updates to the criteria
 - Also save in the "Post Update Quality Review" folder in the applicable platform/project folder under the following file path. "Policy List Report_today's date"

1. ONEDRIVE Collaboration > Onboarding > Platform Model Transfers > P&C

Activity Report

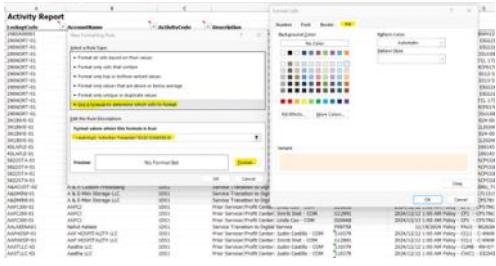
- Rename detail tab to "Platform Activity Report"
- Open the original activity template file and add a copy of the template to the post update activity report.
 - Right-click on the tab and select Move or Copy
 - Select the post update activity report in the dropdown
 - Click (move to end)
 - Be sure to check the box for CREATE A COPY



- Once it's moved, close the original activity template
- Back on the post update report, rename that new tab to "Activities Template"

- Perform a Match function on the platform activity report tab to identify lookup codes that are on the activities template tab for this project. This is done because there may be other 1DS1 activities entered for other accounts during the same time frame.

- For the match function:
 - On the platform activity tab, select all of the lookup codes in column A
 - Next click on Conditional Formatting > New Rule > Use a formula to determine which cells to format
 - In the box to edit the rule description type in =match(A3,
 - Now click on the activities template tab and highlight all lookup codes in column A
 - Then type ,0)
 - Click on the Format box and select a color under the Fill tab
 - Click OK, OK



- In column A, filter by color and look for No Fills. If there are any No Fills, add a Match column at the end named "Project Date Update" so you can note which activities are a match to the template

	L
Revenue	12/12/24 Update
Revenue	Yes

- Filter column A for the color you chose for the match function and then enter a Yes in the new match column for all

- Now pivot off the activity report tab and name the tab "Platform Code Pivot", move it to be after the activity report tab. See below for how to set the pivot table up *If you added a Match column you will want to add that to filters as well



- Filter out any unnecessary departments, if applicable
- Filter out blanks from the match filter, if applicable
- Next add a pivot off of the activities template tab and name it "Template Pivot" and move it to be after the activities template tab. See below for how to set it up.

- Add a header to both pivots ("Platform Code Activities" and "Activity Template")
- Add fields for Total # of Clients and Total # of Activities to both pivots

A	B	C	D	E
1SO Activities				
DepartmentName (All)				
12/12/24 Update Yes				
Row Labels	Count of LookupCode			

- If the numbers don't match:
 - If the client count doesn't match, add a "Comparison" tab and copy and paste data from each pivot adding them side by side
 - Add headers identifying each list and make them 2 different colors

- Identify duplicates between the 2 using Conditional Formatting/Highlight Cell Rules/Duplicate Values
- Filter for No Fills and pull over data for any of the lookup codes not found and add in column F & G with the header "Accounts with Activities Missing in Platform Code"

F	G	H
Activites missing on accounts in 1SE		

- Research the missing accounts and add notes in column H making any note that needs action by the REA red font. Anything that is not an issue can stay in black font.
- Next add an "Activity Variances" tab
 - Copy over data from both lists
 - If the client count matched and a comparison tab was not needed, pull the full list of lookup codes and counts from each pivot
 - If the client count was off and a comparison tab was added, filter out any No Fills and pull the lists of matched lookup codes and counts. Check that the lists line up at the bottom before moving on.

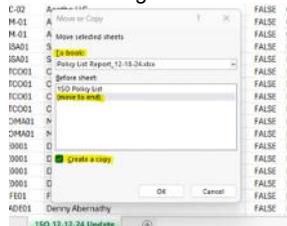
A	B	C	D
1SO	Activity Template	Row Labels	Count of Epic Lookup Code
Row Labels	Count of LookupCode	Row Labels	Count of Epic Lookup Code

- Add a "Variance" column in red on E and "Notes" in F
- Add formula in column E " $=B3-D3$ " (Platform list minus template list)
- Filter down to the variances (positives and negatives)
- Research and add notes making any note that needs action by the REA red font. Anything that is not an issue can stay in black font.
- Remove filters and close the report

Policy List Report

- Delete Parameter Page
- Rename the report tab to "Platform Code Policy List"
- Highlight policy and account level servicer name and code columns to 2 different colors
 - Add headers to each group (Policy Servicer first, Account Servicer second)

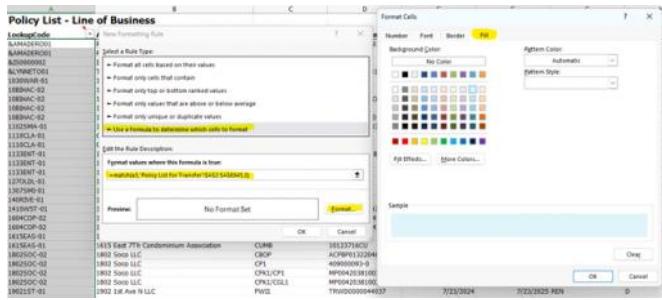
- Open the original policy list file and add a copy of the tab to the post update policy list report.
 - Right-click on the tab and select Move or Copy
 - Select the post update policy list report in the dropdown
 - Click (move to end)
 - Be sure to check the box for CREATE A COPY



- Once it's moved, close the original policy list
 - Back on the post update report, rename that new tab to "Policy List for Transfer"
 - * If combining transfer files for the project, move the first tab and then add to it by copying and pasting the details from the other policy lists. If doing this, make sure to check that the columns line up and match once completed.

- Perform a Match function on the platform policy list tab to identify lookup codes that are on the list for transfer tab for this project. This is done because there may be previous projects that already have policies coded to the XSC profit center.

- For the match function:
 - On the platform policy list tab, select all of the lookup codes in column A
 - Next click on Conditional Formatting > New Rule > Use a formula to determine which cells to format
 - In the box to edit the rule description type in =match(A3,
 - Now click on the policy list for transfer tab and highlight all lookup codes in column A
 - Then type ,0)
 - Click on the Format box and select a color under the Fill tab
 - Click OK, OK



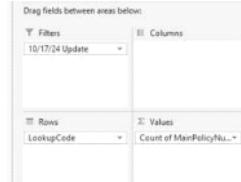
- In column A, filter by color and look for No Fills. If there are any No Fills, add a Match column at the end named "Project Date Update" so you can note which accounts/policies are a match to the transfer file.



- Filter column A for the color you chose for the match function and then enter a Yes in the new match column for all

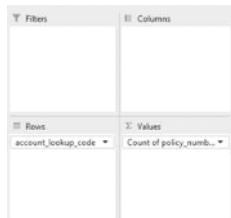
- Pivot off of the platform policy list tab

- Rename the pivot tab to "*Platform Code Pivot*" and move it to be after the policy list tab



- Filter to only show Yes in the project filter to get the client and policy counts and type them in to the right
 - Add a header to the top of the pivot using the name of the tab

- Pivot off File for policy list for transfer tab, move it to the end, name it "Policy List for Transfer Pivot"



- Get client and policy counts and type them in to the right
 - Add a header to the top of the pivot using the name of the tab

- If the number of clients doesn't match, add a new tab named "Account Comparison" and make it a color
 - Bring over copies of full lists of lookup codes and counts from both pivots (excluding the grand totals) and add headers to identify them



- Identify duplicates between both lists of lookup codes using Conditional Formatting/Highlight Cell Rules/Duplicate Values
 - Add header in column E/row 1 for "Accounts with policies not updated in Platform"

- Add filters to A2-D2
- Filter column C down to no fill items > Copy and paste account lookup codes and counts in column F & G under the header
 - Some of what was pasted will be hidden initially due to the filter
 - Clear filter in column C
- Add header of "Policy Count" in column G and "Notes" in column H
- Review the accounts listed in column F to determine why they were not updated and add notes of the issues in column H.
 - First check Mike V's error reports and if the account is listed there, add a note stating "Account listed on Mike V's error report and should have already been reviewed by REA"
 - Then check the rest in the platform database and add notes for them making any note that needs action by the REA red font. Anything that is not an issue can stay in black font.

- **Add a new tab named "Policy variances" and make it the same color as the comparison tab**
 - Add the following headers noting the applicable platform:

A	B	C	D	E	F
IWC Database	Count	Update File	Count	Variance	Notes

- On the comparison tab, filter out no fill from column A and copy and paste that list with count into columns A & B on the variance tab
- Back on the comparison tab, remove the filter, then filter out no fills from column C and copy and paste that list with count into column C & D on the variance tab
- Both lists should match up now so double-check that they do
- Next enter a formula in E2: =B2-D2
- Copy the formula down to all cells
- Check negative variances - filter down to negative numbers in the variance column
 - Review by comparing the policy list for update to the platform epic database to see why less policies were updated than what we included on our update file
 - Add notes making any note that needs action by the REA red font. Anything that is not an issue can stay in black font.
- Check the positive variances - filter down to positive numbers in the variance column
 - Review by comparing the policy list for update to the platform epic database to see why less policies were updated than what we included on our update file
 - Add notes making any note that needs action by the REA red font. Anything that is not an issue can stay in black font.

**Positive variances could be due to new renewals and expired policies (that were not on our update file) being included in the profit center update*

- **On the Platform Policy list tab - Check servicer columns for issues**

- Confirm that the data is filtered to only show the policies that were part of the current project
- Review Policy List for transfer file to confirm AM's that were listed as new servicers
 - You can easily do this by pivoting off the Policy List for Transfer tab and adding "new_servicer_name" to Rows
 - If there are a lot, it is helpful to take a temporary snip of the list and move to the side
- Review Platform policy list Policy Servicing Role and filter to any servicers that were **not** on the transfer file
 - Highlight any servicer (code and name) that are incorrect and need to be updated along with blanks
 - Also highlight the Account Name
- Clear the filter on the policy servicers only. *Don't clear filters from the entire sheet because you need to keep the project match column filtered
- Review the Account servicing role and filter to any servicers that were **not** on the transfer file
 - Highlight any servicer (code and name) that are incorrect and need to be updated
 - Also highlight the Account Name if not highlighted already
- Now filter down to each account level servicer that was listed as a new servicer to confirm that policy/account level servicing roles match
 - If they do not match, change the font to red for the incorrect policy level servicers
 - Also highlight the Account Name for these as well
- Delete the new servicer pivot tab
- This list of incorrect servicers will need to be carved out in a separate spreadsheet and sent to the REA for correction with the other issues.
 - Copy the tab to a new spreadsheet and save it in the Post Update Quality Review folder naming it "Platform Code Servicer Issues_Date of project Update"
 - Rename tab to "Servicer Issues"
 - Clear all filters
 - Filter AccountName column to No Fill color and delete all data
 - Clear all filters and you will be left with only the servicer issues previously identified
 - Remove the highlighting from Account Name

- **Add copies of your validation files to the shared folder**

- Open the project folder link from the project plan

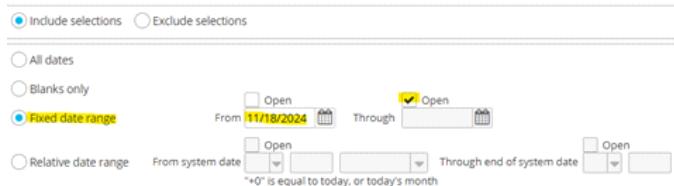
- Navigate to the Validation Folder and add a new folder within named "1DS Validation"
- Drag and drop the validation files into this new folder
- **Send results by replying all to the 1DS Validation email.**
 - Include details for each section: Activities, Profit Center Updates and Servicer Updates.
 - Be sure to send any applicable files (i.e. Servicer Issues)
 - If the issues for the activities or policies are extensive, you can put them into a separate spreadsheet rather than listing them in the email.

1DS Validation (P&C)

Tuesday, February 11, 2025 9:38 AM

Once you receive the email confirming that 1DS validation can begin, log into the applicable platform database and run the following reports:

- *Post System Update - Activity Report
 - Adjust Date/Time Entered in the Modify Criteria section to include a fixed date range of the date the files were submitted through open



- Save in the "Post Update Quality Review" folder in the applicable platform/project folder under the following file path. Name it "Activity Report_today's date"

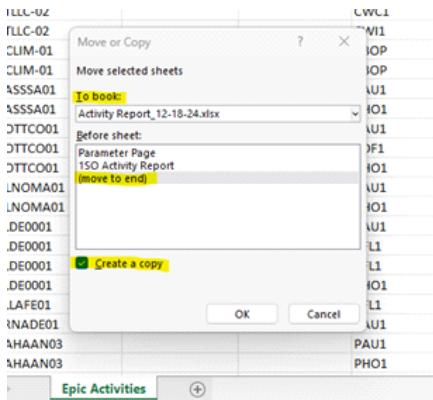
1. ONEDRIVE Collaboration > Onboarding > Platform Model Transfers > P&C

- *P&C Post System Update - Policy List Report
 - This report can be generated with no updates to the criteria
 - Also save in the "Post Update Quality Review" folder in the applicable platform/project folder under the following file path. "Policy List Report_today's date"

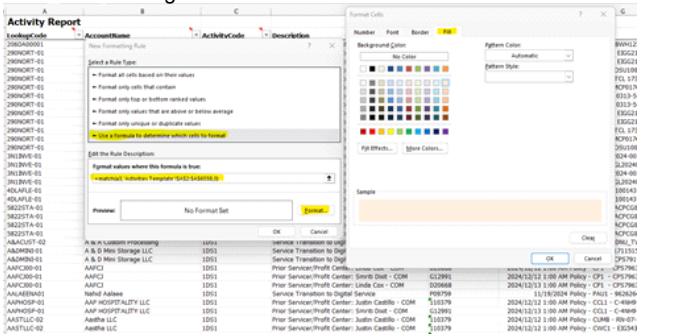
1. ONEDRIVE Collaboration > Onboarding > Platform Model Transfers > P&C

Activity Report

- Rename detail tab to "Platform Activity Report"
- Open the original activity template file and add a copy of the template to the post update activity report.
 - Right-click on the tab and select Move or Copy
 - Select the post update activity report in the dropdown
 - Click (move to end)
 - Be sure to check the box for CREATE A COPY



- Once it's moved, close the original activity template
- Back on the post update report, rename that new tab to "Activities Template"
- Perform a Match function on the platform activity report tab to identify lookup codes that are on the activities template tab for this project. This is done because there may be other 1DS1 activities entered for other accounts during the same time frame.
 - For the match function:
 - On the platform activity tab, select all of the lookup codes in column A
 - Next click on Conditional Formatting > New Rule > Use a formula to determine which cells to format
 - In the box to edit the rule description type in =match(A3,
 - Now click on the activities template tab and highlight all lookup codes in column A
 - Then type ,0)
 - Click on the Format box and select a color under the Fill tab
 - Click OK, OK



- In column A, filter by color and look for No Fills. If there are any No Fills, add a Match column at the end named "Project Date Update" so you can note which activities are a match to the template

	L
	12/12/24 Update
Revenue)	Yes

- Filter column A for the color you chose for the match function and then enter a Yes in the new match column for all

- Now pivot off the activity report tab and name the tab "Platform Code Pivot", move it to be after the activity report tab. See below for how to set the pivot table up ***If you added a Match column you will want to add that to filters as well**

Screenshot of a PivotTable setup in Excel:

Filters		Columns	
DepartmentName	12/24 Update		
Rows	LookupCode	Values	Count of LookupCode

- Filter out any unnecessary departments, if applicable
- Filter out blanks from the match filter, if applicable
- Next add a pivot off of the activities template tab and name it "Template Pivot" and move it to be after the activities template tab. See below for how to set it up.

Screenshot of a PivotTable setup in Excel:

Filters		Columns	
Rows	Epic Lookup Code	Values	Count of Epic Lookup ...

- Add a header to both pivots ("Platform Code Activities" and "Activity Template")
- Add fields for Total # of Clients and Total # of Activities to both pivots

A	B	C	D	E
ISO Activities				
DepartmentName	(All)			
12/12/24 Update	Yes			
Row Labels		Client Count	3,532	
		Activity Count	13,456	
Row Labels				
Count of LookupCode				

- If the numbers don't match:
 - If the client count doesn't match, add a "Comparison" tab and copy and paste data from each pivot adding them side by side
 - Add headers identifying each list and make them 2 different colors

A	B	C	D
1SE			
Row Labels	Count of LookupCode	Row Labels	Count of Epic Lookup Cod
&MARGAM101	7	&MARGAM101	7

- Identify duplicates between the 2 using Conditional Formatting/Highlight Cell Rules/Duplicate Values
- Filter for No Fills on Column C and pull over data for any of the lookup codes not found and add in column F & G with the header "Accounts with Activities Missing in Platform Code".

F	G	H
Activites missing on accounts in 1SE Count		Notes

- Research the missing accounts and add notes in column H making any note that needs action by the REA red font. Anything that is not an issue can stay in black font.
- Next add an "Activity Variances" tab
 - Copy over data from both lists
 - If the client count matched and a comparison tab was not needed, pull the full list of lookup codes and counts from each pivot
 - If the client count was off and a comparison tab was added, filter out any No Fills and pull the lists of matched lookup codes and counts. Check that the lists line up at the bottom before moving on.

A	B	C	D
1SO	Activity Template	Row Labels	Count of Epic Lookup Code
Row Labels	Count of LookupCode	Row Labels	Count of Epic Lookup Code

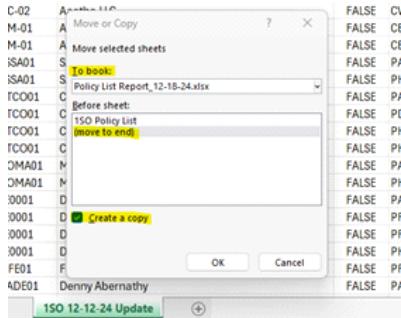
- Add a "Variance" column in red on E and "Notes" in F
- Add formula in column E "=B3-D3" (Platform list minus template list)
- Filter down to the variances (positives and negatives)
- Remove filters and close the report

Policy List Report

- Delete Parameter Page
- Rename the report tab to "Platform Code Policy List"
- Highlight policy and account level servicer name and code columns to 2 different colors
 - Add headers to each group (Policy Servicer first, Account Servicer second)

L	M	N	O
Policy Servicer		Account Servicer	
Code	Name	Code	Name

- Open the original policy list file and add a copy of the tab to the post update policy list report.
 - Right-click on the tab and select Move or Copy
 - Select the post update policy list report in the dropdown
 - Click (move to end)
 - Be sure to check the box for CREATE A COPY



- Once it's moved, close the original policy list
- Back on the post update report, rename that new tab to "Policy List for Transfer"
- *If combining transfer files for the project, move the first tab and then add to it by copying and pasting the details from the other policy lists. If doing this, make sure to check that the columns line up and match once completed.

- Perform a Match function on the platform policy list tab to identify lookup codes that are on the list for transfer tab for this project.**
This is done because there may be previous projects that already have policies coded to the XSC profit center.
 - For the match function:
 - On the platform policy list tab, select all of the lookup codes in column A
 - Next click on Conditional Formatting > New Rule > Use a formula to determine which cells to format
 - In the box to edit the rule description type in =match(A3,
 - Now click on the policy list for transfer tab and highlight all lookup codes in column A
 - Then type ,0)
 - Click on the Format box and select a color under the Fill tab
 - Click OK, OK

The screenshot shows a Microsoft Excel spreadsheet titled "Policy List - Line of Business". On the right, a "Format Cells" dialog box is open, specifically the "Fill" tab. It displays a color palette with various colors and patterns. Below the palette, there's a "Formula" field containing the formula: `=Match(A1, Policy List for Transfer!A3:A6645,0)`. A preview window shows a light blue background. At the bottom of the dialog box are "OK" and "Cancel" buttons.

- In column A, filter by color and look for No Fills. If there are any No Fills, add a Match column at the end named "Project Date Update" so you can note which accounts/policies are a match to the transfer file.

	L
	12/12/24 Update
venue)	Yes

- Filter column A for the color you chose for the match function and then enter a Yes in the new match column for all

- **Pivot off of the platform policy list tab**

- o Rename the pivot tab to "Platform Code Pivot" and move it to be after the policy list tab

The screenshot shows the "Filters" section of a pivot table. In the "Rows" area, there is a dropdown menu with the value "LookupCode". In the "Values" area, there is a dropdown menu with the value "Count of MainPolicyNumber". A filter for "10/17/24 Update" is applied. The overall interface is the Microsoft Excel ribbon.

- o Filter to only show Yes in the project filter to get the client and policy counts and type them in to the right
- o Add a header to the top of the pivot using the name of the tab

- **Pivot off File for policy list for transfer tab, move it to the end, name it "Policy List for Transfer Pivot"**

The screenshot shows the "Filters" section of a pivot table. In the "Rows" area, there is a dropdown menu with the value "account_lookup_code". In the "Values" area, there is a dropdown menu with the value "Count of policy_number". A filter for "10/17/24 Update" is applied. The overall interface is the Microsoft Excel ribbon.

- o Get client and policy counts and type them in to the right
- o Add a header to the top of the pivot using the name of the tab

- **If the number of clients doesn't match, add a new tab named "Account Comparison" and make it a color**

- o Bring over copies of full lists of lookup codes and counts from both pivots (excluding the grand totals) and add headers to identify them

i.e.

A	B	C	D
1 IWC	Update file		
2 Row Labels	Count of MainPolicyNumber	Row Labels	Count of policy_number

- o Identify duplicates between both lists of lookup codes using Conditional Formatting/Highlight Cell Rules/Duplicate Values
- o Add header in column F/row 1 for "Accounts with policies not updated in Platform"
- o Add filters to A2-D2
- o Filter column C down to no fill items > Copy and paste account lookup codes and counts in column F & G under the header
 - Some of what was pasted will be hidden initially due to the filter
 - Clear filter in column C

- Add header of "Policy Count" in column G and "Notes" in column H
- Review the accounts listed in column F to determine why they were not updated and add notes of the issues in column H.
 - First check Mike V's error reports and if the account is listed there, add a note stating "Account listed on Mike V's error report and should have already been reviewed by REA"
 - Then check the rest in the platform database and add notes for them making any note that needs action by the REA red font.
 - Anything that is not an issue can stay in black font.

- **Add a new tab named "Policy variances" and make it the same color as the comparison tab**
 - Add the following headers noting the applicable platform:

A	B	C	D	E	F
1WC Database	Count	Update File	Count	Variance	Notes

- On the comparison tab, filter out no fill from column A and copy and paste that list with count into columns A & B on the variance tab
- Back on the comparison tab, remove the filter, then filter out no fills from column C and copy and paste that list with count into column C & D on the variance tab
- Both lists should match up now so double-check that they do
- Next enter a formula in E2: =B2-D2
- Copy the formula down to all cells
- Check negative variances - filter down to negative numbers in the variance column
 - Review by comparing the policy list for update to the platform epic database to see why less policies were updated than what we included on our update file
 - Add notes making any note that needs action by the REA red font. Anything that is not an issue can stay in black font.
- Check the positive variances - filter down to positive numbers in the variance column
 - Review by comparing the policy list for update to the platform epic database to see why less policies were updated than what we included on our update file
 - Add notes making any note that needs action by the REA red font. Anything that is not an issue can stay in black font.

*Positive variances could be due to new renewals and expired policies (that were not on our update file) being included in the profit center update

- **On the Platform Policy list tab - Check servicer columns for issues**

- Confirm that the data is filtered to only show the policies that were part of the current project
- Review Policy List for transfer file to confirm AM's that were listed as new servicers
 - You can easily do this by pivoting off of the Policy List for Transfer tab and adding "new_servicer_name" to Rows
 - If there are a lot, it is helpful to take a temporary snip of the list and move to the side
- Review Platform policy list Policy Servicing Role and filter to any servicers that were **not** on the transfer file
 - Highlight any servicers (code and name) that are incorrect and need to be updated along with blanks
 - Also highlight the Account Name
- Clear the filter on the policy servicers only. *Don't clear filters from the entire sheet because you need to keep the project match column filtered
- Review the Account servicing role and filter to any servicers that were **not** on the transfer file
 - Highlight any servicers (code and name) that are incorrect and need to be updated
 - Also highlight the Account Name if not highlighted already
- Now filter down to each account level servicer that was listed as a new servicer to confirm that policy/account level servicing roles match
 - If they do not match, change the font to red for the incorrect policy level servicers
 - Also highlight the Account Name for these as well
- Delete the new servicer pivot tab
- This list of incorrect servicers will need to be carved out in a separate spreadsheet and sent to the REA for correction with the other issues.
 - Copy the tab to a new spreadsheet and save it in the Post Update Quality Review folder naming it "Platform Code Servicer Issues_Date of project Update"
 - Rename tab to "Servicer Issues"
 - Clear all filters
 - Filter AccountName column to No Fill color and delete all data
 - Clear all filters and you will be left with only the servicer issues previously identified
 - Remove the highlighting from Account Name

- **Add copies of your validation files to the shared folder**

- Open the project folder link from the project plan

- Navigate to the Validation Folder and add a new folder within named "1DS Validation"
- Drag and drop the validation files into this new folder

- **Send results by replying all to the 1DS Validation email. Leave off Erik, Jacquie and Lisa. You can also remove Mike V unless you are mentioning him in the email.**

- o Include details for each section: Activities, Profit Center Updates and Servicer Updates.
- o Be sure to send any applicable files (i.e. Servicer Issues)
- o If the issues for the activities or policies are extensive, you can put them into a separate spreadsheet rather than just listing them in the email.

Policy Type Eligibility

Friday, March 14, 2025 11:12 AM

Link to: [Policy Type Eligibility List 3-14-2025](#)

Variance Scenarios

Friday, March 14, 2025 11:24 AM

Group Part of Previous Policy Transfer

- There could be a situation where the group was part of a previous policy transfer to the Service Center and they are moving the group to a new Service Center AM, but not all the policies made the

1DS Validation (Macro-Enabled)

Thursday, February 20, 2025 6:23 PM

V1. Project Checklist (Screenshots)

Tuesday, April 29, 2025 11:51 AM

Project Checklist

- Receive notification from Team Lead to begin validation
- Run Activity Report and applicable (EB/P&C) Policy List Report from Platform EPIC

Activity Report Checklist

- Open Activity Report
- Run AR-1 to rename tabs, import Activity Template, and conditionally format file
- Go to 'Platform Code' Activity Report tab & Filter Column A by the color orange
- Add a new column "Import Date" Update (e.g., "4-17-25 Update"), then put "YES" in first cell and drag down to rest of filtered list (e.g., "4-17-25 Update")

	A	B	C	D	E	F	G	H	I	J	K	L
1	Activity Report											
2	LookupCode	AccountName	ActivityCode	Description	WhoOwnerCode	FollowupStartDate	Associate	Status	EnteredDBTime	EnteredDB	DepartmentName	4.17.25 Update
1	11THPLA-01	11TH PLACE	IDS1	Prior	G07687	Policy - PDF1 - Closed - S				EPICSDKUSER	Personal Lines YES	
2	11THPLA-01	DIPFX VFR0111	IDS1	Sanjiv/Profit		#####14296576				EPICSDKUSER	Personal Lines YES	- Small (<250
3	11THPLA-01	DIPFX VFR0111	IDS1	Prior	G07687	Policy - PDF1 - Closed - S	47771Q63			EPICSDKUSER	Personal Lines YES	- Small (<250
4	558GASP-01	558 Gasparilla	IDS1	Prior	G07687	Policy - PDF1 - Closed - S	47771Q63			EPICSDKUSER	Personal Lines YES	

- Create Pivot Table for 'Platform Code' Activity Report tab

- Use these fields

PivotTable Fields

Choose fields to add to report:

Search

LookupCode

AccountName

ActivityCode

Description

WhoOwnerCode

FollowupStartDate

Drag fields between areas below:

Filters

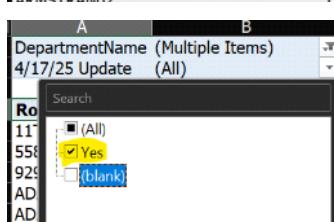
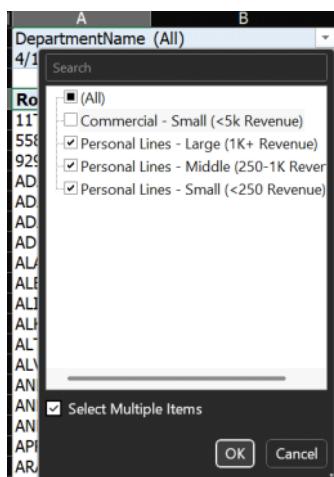
DepartmentName	4.17.25 Update
----------------	----------------

Columns

Rows

LookupCode	Count of LookupCode
------------	---------------------

- Filter for project vertical using Department Name dropdown on pivot (i.e., Personal, Commercial, Benefits)
- Filter Project Update field by selecting 'YES' to isolate project accounts on pivot (ex. Personal)



- Rename tab to 'Platform Code' Pivot and move behind the 'Platform Code' Activity Report tab



- Create Pivot Table for Activities Template tab
- Use These Fields:

PivotTable Fields

Choose fields to add to report:

Search

Epic Lookup Code

Agency Code

Branch Code

Policy Type

Policy Status

Policy Effective Date

Drag fields between areas below:

Filters	Columns

Rows	Σ Values
Epic Lookup Code	Count of Activity Code

- Rename tab to 'Template Pivot' and move behind the Activities Template Report tab



- Collect Client Count & Activity Count from both pivot tables using D1:E2 to record data

'Platform Code' Pivot

A	B	C	D	E
1 DepartmentName (Multiple Items)		Client Count	Activity Count	
2 4.17.25 Update	YES	619	894	
3				

Template Pivot

A	B	C	D	E
1		Client Count	Activity Count	
2		619	897	
3 Row Labels	Count of Activity Code			

- Run AR-2 to receive dialog box indicating discrepancy categories & to create the Analysis tabs (Account Comparison & Activity Variances)
- Run AR-3 to populate Account Comparison tab
- Perform manual clean-up of cells A2:B2 & clear the Grand Total rows

A	B	C	D
1	1SE Pivot	Template Pivot	
2		Row Labels	Count of Activity Code
3	Row Labels	Count of LookupCode	11THPLA-01
4	11THPLA-01	2	1
5		558GASP-01	

Note: **CLEAR** the Grand Totals row, as the list lengths may not always match up (they do match in the example, however).

520 ZIZZOMA001	3 ZIZZOMA001	3
521 ZUCCOLMI01	1 ZUCCOLMI01	1
522 Grand Total	894 Grand Total	897
523		
524		
525		

- Run AR-4 to format Account Comparison tab for analysis

Note: Check Column C to see if you can Filter by Color. If you can, filter for No-fills and copy/paste the corresponding lines into Columns F & G for later analysis, then unfilter Column C again. This would mean your Client Counts don't match. You may have a fully colored list with no option to Filter by Color. This would mean your Client Counts match. If so, move on to copying Columns A-D in the next step.

A218	B	C	D
GRACEDA002			
1	Sort A to Z		
2	Sort Z to A		
3	Sort by Color		
4	Row Labels		
5	11THPLA-01		
6	558GASP-01		
7	9292H		
8	ADAM		
9	ADAM		
10	ADLE		
11	ALAJA		
12	ALESA		
13	ALKIR		

Filtering options shown in the context menu:

- Sort A to Z
- Sort Z to A
- Sort by Color
- Row Labels
- 11THPLA-01
- 558GASP-01
- 9292H
- ADAM
- ADAM
- ADLE
- ALAJA
- ALESA
- ALKIR
- Filter by Cell Color
- No fill

A	B	C	D	E	F	G	Notes
Row Labels	- Count of LookupCodes	- Row Labels	- Count of Activity Codes		Accounts with Activities Not Updated in Platform	Count of Activity	
8 GRACEDA002	1	1	1		GOVANTLU01	1	
2							



- Copy columns A-D from Account Comparison tab onto Activity Variances tab
- Remove any unmatched (non-green) Lookup Codes from list (if needed). You may not need to do this step. If not, move on to next step.

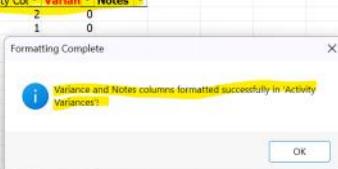
Note: Do not delete any unmatched Lookup Codes from the Account Comparison tab. You only need to do this on the Activity Variances tab.

Note: Do not filter the list and delete the unmatched Lookup Codes as a bunch. Delete each Lookup Code and its corresponding value by scrolling through the list and manually deleting the data one by one. Once you delete any unmatched Lookup Codes, the list lengths should then end up being the same.

A	B	C	D	E
208 GERENACA01	1 GERENACA01	1		
209 GIBSONKE01	1 GIBSONKE01	1		
210 GILLESTH03	2 GILLESTH03	2		
211 GINTHED001	1 GINTHED001	1		
212 GOINSPE001	3 GOINSPE001	3		
213 GONSAFLR01	4 GONSAFLR01	4		
214 GONZALCA07	1 GONZALCA07	1		
215 GONZALGR02	1 GONZALGR02	1		
216 GONZALWI01	2 GONZALWI01	2		
217 GOREIA0001	1 GOREIA0001	1		
218 GRACEDA002	1 GOVANTLU01	1		
219 GRAVESAND01	1 GRACEDA002	1		
220 GREENMI007	2 GRAVESAN01	2		
221 GREENSH004	1 GREENMI007	1		
222 GROELICH02	1 GREENSH004	1		
223 GROVERCI01	1 GROELICH02	1		
224 GUARINRA01	1 GROVERCI01	1		
225 GUCCIOFR02	1 GUARINRA01	1		
226 GUILLAST01	2 GUCCIOFR02	3		
227 GUNNELLA01	2 GUILLAST01	2		
228 HAFIZBER02	1 GUNNELLA01	1		
229 HAGEYMI001	2 HAFIZBER02	2		
230 HALDA0002	1 HAGEYMI001	1		
231 HALLMA0009	1 HALDA0002	1		
232 HANDCH0003	1 HALLMA0009	1		
233 HANNAFSH01	1 HANDCH0003	1		
234 HANDECH01	2 HANNAFSH01	2		

- Run AR-5 to format Activity Variance tab for later analysis

A	B	C	D	E	F	G	H	I	J
1 1SE Pivot		Template Pivot							
2 Row Labels	- Count of LookupCodes	Row Labels	- Count of Activity Codes	Variance	Notes				
3 11THPLA-01	2 11THPLA-01	2	0						
4 558GASP-01	1 558GASP-01	1	0						
5 9292NOR-01	1 9292NOR-01								
6 ADAMSGA002	1 ADAMSGA002								
7 ADAMSMI009	1 ADAMSMI009								
8 ADAMHSR0011	1 ADAMHSR0011								
9 ADLERGA002	1 ADLERGA002								
10 ALAMAAN001	1 ALAMAAN001								
11 ALESANCH01	3 ALESANCH01								
12 ALICKAAAG01	1 ALICKAAAG01								
13 ALKIRERO01	2 ALKIRERO01								
14 ALTERGE001	1 ALTERGE001								



- Complete Activity Report analysis as needed on Account Comparison and/or Activity Variances tabs using Notes sections

Note: On Activity Variances tab, filter out 0s.

Note: If the item needs review by the REA, mark it in red text. If the item does not need review, leave it in default black text.

Policy List Report Checklist

- Open Policy List Report
- Run PR-1 to delete the Parameter Page (if it exists), rename tabs, import Policy List for Transfer, and conditionally format file
- Go to 'Platform Code' Policy List tab & Filter Column A by the color orange
- Add a new column "Import Date" Update (e.g., "4-17-25 Update"), then put "YES" in first cell and drag down to rest of filtered list (e.g., "4-17-25 Update")

POLICY LIST	LINE OF BUSINESS	Account	Policy	MainP	Effect	Date	Expiry	Rate	LineSt	Code	BillTo	IssueIn	Premis	Payout	IssueAt	Code	Name	Code	Name	Profit	terCoh	Profit	Agency	Branch	Depar	LastUp	LastUp	Active	ctives	4/17/25 Update
Lookup 24	11TH PLACE	PDF1	1426576	RENT	D	2/9/2025	2/9/2026		CITPR1	CITPR2	FL	007687	Tracy	007687	XSC	Acquire	15E	25E	Personal	Lines - Small (<250 Revenue)	####	TORONIN	Active	Yes						
11THPLA-01	11TH PLACE DUPLEX VERO LL	PDF1	12271963	RENT	D	CITPR1	CITPR2	FL	007687	Tracy	007687	Tracy	007687	XSC	Acquire	15E	25E	Personal	Lines - Small (<250 Revenue)	####	TORONIN	Active	Yes							
558GASP-01	558 Gasparilla Ave LLC	PDF1	10685493	RENT	D	CITPR1	CITPR2	FL	007687	Tracy	007687	Tracy	007687	XSC	Acquire	15E	25E	Personal	Lines - Middle (250-1K Revenue)	####	TORONIN	Active	Yes							

- Create Pivot Table for 'Platform Code' Policy List tab

- Use these fields

PivotTable Fields

Choose fields to add to report:

Search

DepartmentName

LastUpdated

LastUpdatedBy

ActiveInactiveStatus

4/17/25 Update

More Tables...

Drag fields between areas below:

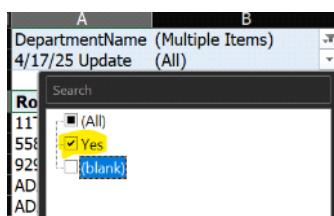
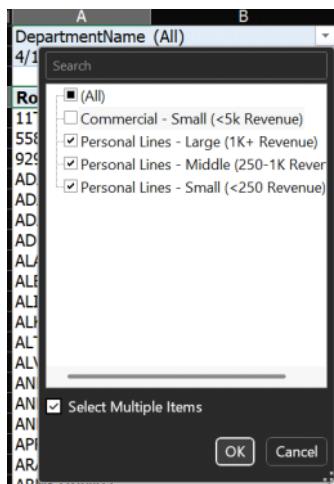
Filters Columns

4/17/25 Update DepartmentName

Rows Values

LookupCode Count of MainPolicyNu...

- Filter for project vertical using Department Name dropdown on pivot (i.e., Personal, Commercial, Benefits)
- Filter Project Update field by selecting 'YES' to isolate project accounts on pivot (ex. Personal)



- Rename tab to 'Platform Code' Pivot and move behind the 'Platform Code' Policy List tab



- Create Pivot Table for Policy List for Transfer tab
- Use These Fields:

PivotTable Fields

Choose fields to add to report:

Search

Lookup Code

- account_name
- IsProspectivePolicy
- Policy_Type_Code
- policy_number**
- Policy_Type_Group_Name

Drag fields between areas below:

Filters	Columns
Rows	Values
Lookup Code	Count of policy_number

Rename tab to 'Policy List for Transfer Pivot' and move behind the Policy List for Transfer tab



Collect Client Count & Activity Count from both pivot tables using D1:E2 to record data

'Platform Code' Pivot

A	B	C	D	E
4/17/25 Update	Yes			
DepartmentName (Multiple Items)		Client Cou	Policy Count	
		606	909	

Policy List for Transfer Pivot

A	B	C	D	E
1		Client Cou	Policy Count	
2		619	901	
3 Row Labels	Count of policy_number			
4 11THPLA-01				2

Run PR-2 to receive dialog box indicating discrepancy categories & to create the Analysis tabs (Account Comparison & Policy Variances)

Run PR-3 to populate Account Comparison tab

Perform manual clean-up of cells A2:B2 & clear the Grand Total rows

A	B	C	D
1	1SE Policy Pivot		
2		Row Labels	Count of policy_number
3 Row Labels	Count of MainPolicyNumber	11THPLA-01	2

Note: CLEAR the Grand Totals row, as the list lengths may not always match up.

A	B	C	D
97 WILSONRA03	2 WESTBRO004		1
98 WILSONRJ01	1 WESTPALY01		1
99 WINDCRE-01	1 WHITEBA001		1
00 WINIARED01	1 WHITELRE02		1
01 WRIGHTSA02	1 WHITELRE03		1
02 WUNDERSA01	1 WICKDC0001		1
03 XIAO&RU-01	2 WIFFLET001		1
04 XIAOAND-01	1 WIKRAMIV01		2
05 YOSTC0001	2 WILDENKA01		1
06 YOUNGIV001	1 WILGUSBL01		1
07 ZABORSPA01	1 WILSONME18		1
08 ZELONNSMA01	1 WILSONRA03		2
09 ZIZZOMA001	3 WILSONRJ01		1
10 Grand Total	209 WINDCRE-01		1
11	WINIARED01		1
12	WRIGHTSA02		1
13	WUNDERSA01		1
14	XIAO&RU-01		2
15	XIAOAND-01		1
16	YOSTC0001		2
17	YOUNGIV001		1
18	ZABORSPA01		1
19	ZELONNSMA01		1
20	ZIZZOMA001		3
21	ZUCCOLM101		1
22	Grand Total		901
23			
24			

Run PR-4 to format Account Comparison tab for analysis

Note: Check Column C to see if you can Filter by Color. If you can, filter for No-fills and copy/paste the corresponding lines into Columns F & G for later analysis, then unfilter Column C again. This would mean your Client Counts don't match. You may have a fully colored list with no option to Filter by Color. This would mean your Client Counts match. If so, move on to copying Columns A-D in the next step.

Policy List for Transfer Pivot

The screenshot shows a context menu open over a table. The 'Filter by Color' option is highlighted with a red circle. Below it, the 'No Fill' option is also circled in red.

A	B	C	D	E
1	1SE Policy Pivot	Policy List for Transfer Pivot	Count of policy_numb	Account
2	Row Labels	Row Labels	Count of policy_numb	
3	BENNETKA03	1 BENIGNTH01	1	
4	BRATSCIR01	1 BRANSOBE01	1	
5	CHENBE0002	1 CATINOAL01	2	
6	GARRETD04	3 GABBERC001	1	
7	KOVATCKE01	1 KOENIGMA01	1	
8	MAGEETO001	1 LUNKAGE001	1	
9	MARKOMI001	1 MAILMAJ001	1	
10	MARTNSC07	1 MANGFAM-01	1	
11	PASIKM0001	1 PAGEDA0002	1	
12	WILGUSBL01	1 WEINSTAL01	1	
13	WILSONRJ01	1 WESTBR0004	1	
14	WRIGHTSA02	1 WHITELRE02	1	
15		1 ZUCCOLM01	1	

Accounts with Policies Not Updated in Platform

The screenshot shows a context menu open over a table. The 'Filter by Color' option is highlighted with a red circle. Below it, the 'No Fill' option is also circled in red.

A	B	C	D	E
1	1SE Policy Pivot	Policy List for Transfer Pivot	Count of policy_numb	Account
2	Row Labels	Row Labels	Count of policy_numb	
3	BENNETKA03	1 BENIGNTH01	1	
4	BRATSCIR01	1 BRANSOBE01	1	
5	CHENBE0002	1 CATINOAL01	2	
6	GARRETD04	3 GABBERC001	1	
7	KOVATCKE01	1 KOENIGMA01	1	
8	MAGEETO001	1 LUNKAGE001	1	
9	MARKOMI001	1 MAILMAJ001	1	
10	MARTNSC07	1 MANGFAM-01	1	
11	PASIKM0001	1 PAGEDA0002	1	
12	WILGUSBL01	1 WEINSTAL01	1	
13	WILSONRJ01	1 WESTBR0004	1	
14	WRIGHTSA02	1 WHITELRE02	1	
15		1 ZUCCOLM01	1	

Transfer Pivot

The screenshot shows a context menu open over a table. The 'Filter by Color' option is highlighted with a red circle. Below it, the 'No Fill' option is also circled in red.

A	B	C	D	E
1	Transfer Pivot	Accounts with Policies Not Updated in Platform	Count of Policy	Notes
2	policy_numb	BENIGNTH01	1	
3		BRANSOBE01	1	
4		CATINOAL01	2	
5		GABBERC001	1	
6		KOENIGMA01	1	
7		LUNKAGE001	1	
8		MAILMAJ001	1	
9		MANGFAM-01	1	
10		PAGEDA0002	1	
11		WEINSTAL01	1	
12		WESTBR0004	1	
13		WHITELRE02	1	
14		ZUCCOLM01	1	
15			1	
16			1	

Copy columns A-D from Account Comparison tab onto Policy Variances tab

Remove any unmatched (non-green) Lookup Codes from list (if needed). You may not need to do this step. If not, move on to next step.

Note: Do not delete any unmatched Lookup Codes from the Account Comparison tab. You only need to do this on the Activity Variances tab.

Note: Do not filter the list and delete the unmatched Lookup Codes as a bunch. Delete each Lookup Code and its corresponding value by scrolling through the list and manually deleting the data one by one. Once you delete any unmatched Lookup Codes, the list lengths should then end up being the same.

A	B	C	D	E
40	BAUMANW102	2 BAUMANW102	2	
41	BELKINCA01	2 BELKINCA01	2	
42	BELLUCMD01	3 BELLUCMD01	3	
43	BENNETKA03	1 BENIGNTH01	1	
44	BERNARRA01	2 BENNETKA03	1	
45	BERRYGE002	1 BERNARRA01	2	
46	BIALONLA01	1 BERRYGEO01	1	
47	BIGDRE04-01	2 BIALONLA01	1	
48	BIGELODA01	3 BIGDRE04-01	2	
49	BIGLERBR01	1 BIGELODA01	3	
50	BIRAMOPA01	1 BIGLERBR01	1	
51	BIRCHAMA01	1 BIRAMOPA01	1	
52	BLACKWBR01	1 BIRCHAMA01	1	
53	BLAHYGE001	1 BLACKWBR01	1	
54	BLUESKY-15	1 BLAHYGE001	1	
55	BOBROVMD01	4 BLUESKY-15	1	
56	BOLOGNPA01	2 BOBROVMD01	4	
57	BONDEKA001	1 BOLOGNPA01	2	
58	BOONJA0001	1 BONDEKA001	1	
59	BOONRUNA01	2 BOONJA0001	1	
60	BORSTBE001	1 BOONRUNA01	2	
61	BORTNEER01	1 BORSTBE001	1	
62	BOWSERRO02	2 BORTNEER01	1	
63	BRADSHR101	2 BOWSERRO02	2	
64	BRADYDA003	1 BRADSHR101	2	
65	BRATSCER01	8 BRADYDA003	1	
66	BRATSCIR01	1 BRAVUSUBU1	1	
67	BRATSCMA01	1 BRATSCIR01	8	

Run PR-5 to format Policy Variances tab for later analysis

A	B	C	D	E	F	G	H	I
Row Labels	Count of MainPolicyNumb	Row Labels	Count of policy_numb	Variance	Notes			
11THPLA-01	2	11THPLA-01	2	0				
558GASP-01	1	558GASP-01	1	0				
9292NOR-01	1	9292NOR-01	1	0				
ADAMSGA002	1	ADAMSGA002						
ADAMSMI009	1	ADAMSMI009						
ADAMSR0011	1	ADAMSR0011						
ADLERA002	1	ADLERA002						
ALAJAAAN001	1	ALAJAAAN001						
ALESANCH01	3	ALESANCH01						
ALICKAAG01	1	ALICKAAG01						
ALKRERCO01	2	ALKRERCO01						
ALTERGE001	1	ALTERGE001						
ALVAREIV02	2	ALVAREIV02						

- Complete Policy List Report analysis as needed on Account Comparison and/or Policy Variances tabs using Notes sections

Note: On the Policy Variances tab, filter out 0s.

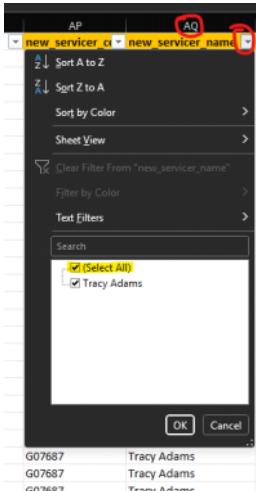
Note: If the item needs review by the REA, mark it in red text. If the item does not need review, leave it in default black text.

Servicer Issues Checklist

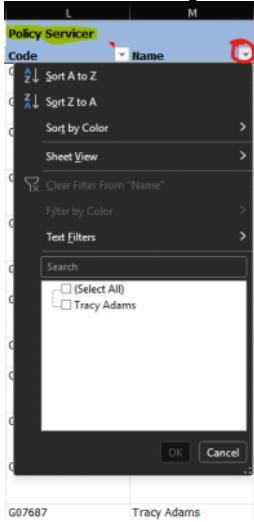
- Open the Policy List Report
- Navigate to the 'Platform Code' Policy List tab (1st tab) & ensure that either Column A is filtered by orange, or the Project Update column (e.g., 4-17-25 Update) is filtered to 'Yes'
- Scroll over to Columns L - O on 'Platform Code' Policy List tab
 - Highlight L1:M2 in one color and label it Policy Servicer
 - Highlight N1:O2 in another color and label it Account Servicer

L1	I	J	K	Policy Servicer				Account Servicer			
Code	IssuingState			Code	Name	Code	Name	Code	Name	Code	Name
CITPR1	CITPR2	FL		G07687	Tracy Adams	G07687	Tracy Adams				
CITPR1	CITPR2	FL		G07687	Tracy Adams	G07687	Tracy Adams				
CITPR1	CITPR2	FL		G07687	Tracy Adams	G07687	Tracy Adams				
CITPR1	CITPR2	FL		G07687	Tracy Adams	G07687	Tracy Adams				
UNIPR3	UNDN6	FL		G07687	Tracy Adams	G07687	Tracy Adams				
FIRPR1	FRONINS-02	FL		G07687	Tracy Adams	G07687	Tracy Adams				
MONIA2	MONIA1	FL		G07687	Tracy Adams	G07687	Tracy Adams				
UNIPR3	UNDN6	FL		G07687	Tracy Adams	G07687	Tracy Adams				
FIRPR1	FRONINS-02	FL		G07687	Tracy Adams	G07687	Tracy Adams				
FIRPR1	FRONINS-02	FL		G07687	Tracy Adams	G07687	Tracy Adams				
FIRPR1	FRONINS-02	FL		G07687	Tracy Adams	G07687	Tracy Adams				
FIRPR1	FRONINS-02	FL		G07687	Tracy Adams	G07687	Tracy Adams				
MERIN2	MERGE1	FL		G07687	Tracy Adams	G07687	Tracy Adams				
UNIPR3	UNDN6	FL		G07687	Tracy Adams	G07687	Tracy Adams				
FIRPR1	FRONINS-02	FL		G07687	Tracy Adams	G07687	Tracy Adams				
CITPR1	CITPR2	FL		G07687	Tracy Adams	G07687	Tracy Adams				
FIRPR1	FRONINS-02	FL		G07687	Tracy Adams	G07687	Tracy Adams				
FIRPR1	FRONINS-02	FL		G07687	Tracy Adams	G07687	Tracy Adams				
CITPR1	CITPR2	FL		G07687	Tracy Adams	G07687	Tracy Adams				

- Navigate to Column AQ (new_servicer_name) on the Policy List for Transfer tab
 Dropdown the column filters to review the new servicer names listed (example below)

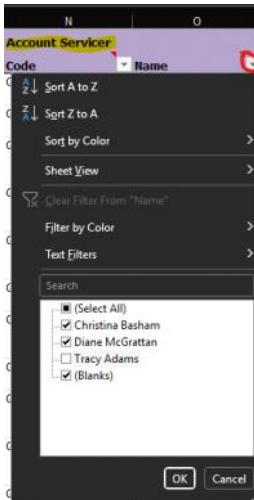


- Navigate back to Columns L:O on the 'Platform Code' Policy List tab and filter OUT new servicers on Column M (this is because we only want to see the incorrect/blank servicers listed)



Note: In this example, all Policy Servicers are listed correctly.

- Highlight the Account Name and Servicer Code/Name of any incorrect/blank Policy Servicer
- Unfilter Column M
- Filter **OUT** new servicers on Column O (this is because we only want to see the incorrect/blank servicers listed)

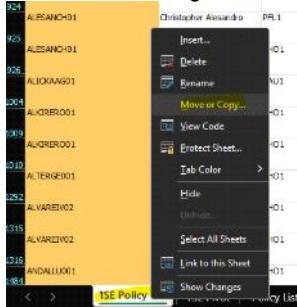


Note: In this example, the correct servicer has been unselected so that the filtered view shows only incorrect/blank servicers.

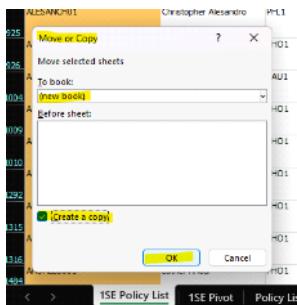
- Highlight the Account Name and Servicer Code/Name of any incorrect/blank Account Servicer

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Policy List - Line of Business									Policy Servicer		Account Servicer			
2	LookupCode	AccountName	es	MainPolicyNumber	EffectiveDate	ExpirationDate	LineStatusCode	BillToCode	ode	code	IssuingState	Name	Code	Name	
3400	BASHAMPA01	Paul & Brenda Basham	PHO1	456789413	12/16/2024	12/16/2025	NEW	D	FIRPR1	FRONINS-02	FL	G07687	Tracy Adams	K21875	Christina Basham
25716	KEATINDE02	Deborah & Robert Keating	PHO1	1503-1500-9519	4/9/2024	4/9/2025	REN	D	UNIPR3	UNDIN6	FL	G07687	Tracy Adams	K21875	Christina Basham
25717	KEATINDE02	Deborah & Robert Keating	PCON	8765473213	7/10/2024	7/10/2025	REN	D	FIRPR1	FRONINS-02	FL	G07687	Tracy Adams	K21875	Christina Basham
25718	KEATINDE02	Deborah & Robert Keating	PAU3	MC960289968	8/5/2024	8/5/2025	REN	D	PROAM1	PROG1	FL	G07687	Tracy Adams	K21875	Christina Basham
25719	KEATINDE02	Deborah & Robert Keating	PHO1	1503-1803-4889	8/21/2024	8/21/2025	REN	D	UNIPR3	UNDIN6	FL	G07687	Tracy Adams	K21875	Christina Basham
25720	KEATINDE02	Deborah & Robert Keating	PAU1	7043194131	9/27/2024	9/27/2025	REN	D	FIRPR1	FRONINS-02	FL	G07687	Tracy Adams	K21875	Christina Basham
28718	LESKARANO1	Andrijana Leskarosa	PAU1	990951080	12/26/2024	6/26/2025	NEW	D	PROAM1	PROG1	FL	G07687	Tracy Adams	K21875	Christina Basham
46601	SUSTRES-01	Sustainable Resources, LLC	PDF1	TNC8594104	12/14/2024	12/14/2025	REN	D	UNOH1	OHBMU2	OH	G07687	Tracy Adams	K05315	Diane McGrattan
46602	SUSTRES-01	Sustainable Resources, LLC	PDF1	TNC8581105	1/11/2025	1/11/2026	REN	D	UNOH1	OHBMU2	OH	G07687	Tracy Adams	K05315	Diane McGrattan

- Unfilter Column O
- Navigate to the 'Platform Code' Policy List tab and right-click to select 'Move or Copy...'



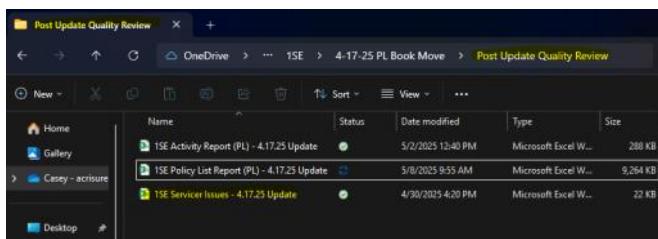
- Select Move to 'New Book' and checkmark the 'Create a Copy' box. Click Ok.



- Filter the new spreadsheet by yellow on the Account Name
 Unhighlight the Account Name to leave only the Servicer Names yellow (this may be for both the Policy/Account Servicer)
 Rename the tab 'Platform Code' Servicer Issues

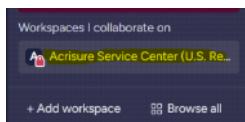
Policy List	Line of Business	AccountName	HasPolicyBank	EffectiveDate	ExpirationDate	LineStatusCode	BillMode	Code	Country	IssuingState	Policy Servicer	Account Servicer	Code	Name	
1. LockupCode	1. AccountName	Paul & Brenda Stohler PH01	456-999913	12/26/2024	12/26/2025	REB	D	FSPR1	PR0001-02	PL	G23875	Tracy Adams	K23875	Christina Dehner	
4003	2. LockupCode	Deborah & Robert Keeling PH01	150-100-9119	4/9/2024	4/9/2025	REB	D	UNSH1	PL	G23875	Tracy Adams	K23875	Christina Dehner		
5716	3. LockupCode	Deborah & Robert Keeling PC01	765432113	7/16/2024	7/16/2025	REB	D	FSPR1	PR0001-02	PL	G23875	Tracy Adams	K23875	Christina Dehner	
5717	4. LockupCode	Deborah & Robert Keeling PA01	HCO0209998	8/5/2024	8/5/2025	REB	D	PROM1	PR0001	PL	G23875	Tracy Adams	K23875	Christina Dehner	
5718	5. LockupCode	Deborah & Robert Keeling PH01	150-100-4889	8/21/2024	8/21/2025	REB	D	UNSH1	PL	G23875	Tracy Adams	K23875	Christina Dehner		
5726	6. LockupCode	Deborah & Robert Keeling PH01	7642194131	9/27/2024	9/27/2025	NEW	D	FSPR1	PR0001-02	PL	G23875	Tracy Adams	K23875	Christina Dehner	
5728	7. LockupCode	Andriana Lekakoska PA01	769833000					PROR1	PR0001	PL	G23875	Tracy Adams	K23875	Christina Dehner	
6718	8. LockupCode	SUSTRES-01 Sustainable Resources, LLC	POF1	THC891124	10/26/2024	10/26/2025	REB	D	UNSH1	QHML2	OH	G23875	Tracy Adams	K23875	Diane McGrath
6993	9. LockupCode	SUSTRES-01 Sustainable Resources, LLC	POF1	THC891105	12/14/2024	12/14/2025	REB	D	UNSH1	QHML2	OH	G23875	Tracy Adams	K23875	Diane McGrath
6602					1/11/2025										

- Save the new Servicer Issues file in the Post Update Quality Review folder as " 'Platform Code' Servicer Issues 'Import Date' " (e.g., 1SE Servicer Issues 4-17-25)



Wrap-Up Checklist

- Navigate to Monday.com shared board for project document folder structure, to the destination folder of 'Validation Files' for your specific project



1SE: Project Plan - PL(4/17/25)

Item	Owner	Task Owner	Task Status	Due Date	Cross-F...	Milestone	Dependency
Prep: Pipeline 5	REA	Rachel Landry	Prep: Internal				
Subitem	Owner	Task Owner	Task Status	Due Date	Task Note	Link	
Identify LOB being transferred	REA	REA	Done				
Desired Date of Transfer Confirmed	REA	REA	Done				
Schedule and Confirm Transfer Go-Live with Data Team	Rachel Landry	REA	Done				
Create Document Folder Structure	REA	Nicole Robert	Done				
Check for Structure Related Issues	REA	Nicole Robert	Done			Southeast Footer	
+ Add subitem							
Prep: Epic Security for Employees & Access	Epic Security	Done	Epic Security	Epic Security		Production Update	
SDK Update: All Client/Policies Updates	Data Team	REA	Done	ASC Team	Production Updat...	Prep: Pipeline	Prep: Pipeline
Import Activity for Tracking - 1DS1	REA	REA	Done	ASC Team	Production Updat...	Prep: Pipeline	Prep: Pipeline
Update Existing Activities to New Servicer	Data Team	REA	Done	ASC Team	Production Updat...	Go-Live	Post Transfer
Go-Live						Go-Live	Go-Live
Post Transfer True Up	REA	REA	Done				
+ Add item							
REA	Epic S...	Data T...	Rachel La...				

ACR-IT (4)
Private group

+ New Upload Edit in grid view Share Sync Copy link Add shortcut to OneDrive Download Create an agent Export to Excel Automate Integrate ... All Doc

... > 10. Portfolio - Enterprise Transformation > AMS Conversions > _1DS - Acisure Digital (Service Center) > Platform Model Documents > Southeast > 2025 > Go Live Date - 04-17-25

Name	Modified By	Created By	Modified	Created	Folder Child ...	Item Child Count
Activity List	Nicole Robert	Nicole Robert	April 2	April 2	0	1
Policy List	Nicole Robert	Nicole Robert	April 2	April 2	0	1
User List	Nicole Robert	Nicole Robert	April 2	April 2	0	1
Validation Files	Nicole Robert	Nicole Robert	April 2	April 2	1	0

- Once in the Validation Files folder, create a new folder called "1DS Validation" and upload all relevant files (Activity Report, Policy List Report, and Servicer Issues (if there were any))

Name ↑

- 1DS Validation

Name ↑

- 1SE Activity Report (PL) - 4.17.25 Update.xlsx
- 1SE Policy List Report (PL) - 4.17.25 Update.xlsx
- 1SE Servicer Issues - 4.17.25 Update.xlsx

- Prepare email summary of Activities, Profit Center Updates, and Servicer Updates
 Attach relevant files (e.g., Servicer Issues, if it exists) and send to the 1DS Validation project team
 Project complete

V2. Project Checklist (No Screenshots)

Thursday, May 8, 2025 10:15 AM

Project Checklist

- Receive notification from Team Lead to begin validation
- Run Activity Report and applicable (EB/P&C) Policy List Report from Platform EPIC

Activity Report Checklist

- Open Activity Report
- Run AR-1 to rename tabs, import Activity Template, and conditionally format file
- Go to '*Platform Code*' Activity Report tab & Filter Column A by the color orange
- Add a new column "*Import Date*" Update' (e.g., '4-17-25 Update'), then put "YES" in first cell and drag down to rest of filtered list (e.g., "4-17-25 Update")
- Create Pivot Table for '*Platform Code*' Activity Report tab
- Filter for project vertical using Department Name dropdown on pivot (i.e., Personal, Commercial, Benefits)
- Filter Project Update field by selecting 'YES' to isolate project accounts on pivot (ex. Personal)
- Rename tab to '*Platform Code*' Pivot and move behind the '*Platform Code*' Activity Report tab
- Create Pivot Table for Activities Template tab
- Rename tab to 'Template Pivot' and move behind the Activities Template Report tab
- Collect Client Count & Activity Count from both pivot tables using D1:E2 to record data
- Run AR-2 to receive dialog box indicating discrepancy categories & to create the Analysis tabs (Account Comparison & Activity Variances)
- Run AR-3 to populate Account Comparison tab
- Perform manual clean-up of cells A2:B2 & **clear** the Grand Total rows
- Run AR-4 to format Account Comparison tab for analysis
- Copy columns A-D from Account Comparison tab onto Activity Variances tab
- Remove any unmatched (non-green) Lookup Codes from list (if needed). You may not need to do this step. If not, move on to next step.
- Run AR-5 to format Activity Variance tab for later analysis
- Complete Activity Report analysis as needed on Account Comparison and/or Activity Variances tabs using Notes sections

Policy List Report Checklist

- Open Policy List Report
- Run PR-1 to delete the Parameter Page (if it exists), rename tabs, import Policy List for Transfer, and conditionally format file
- Go to '*Platform Code*' Policy List tab & Filter Column A by the color orange
- Add a new column "*Import Date*" Update' (e.g., '4-17-25 Update'), then put "YES" in first cell and drag down to rest of filtered list (e.g., "4-17-25 Update")
- Create Pivot Table for '*Platform Code*' Policy List tab
- Filter for project vertical using Department Name dropdown on pivot (i.e., Personal, Commercial, Benefits)
- Filter Project Update field by selecting 'YES' to isolate project accounts on pivot (ex. Personal)
- Rename tab to '*Platform Code*' Pivot and move behind the '*Platform Code*' Policy List tab
- Create Pivot Table for Policy List for Transfer tab
- Rename tab to Policy List for Transfer Pivot' and move behind the Policy List for Transfer tab
- Collect Client Count & Activity Count from both pivot tables using D1:E2 to record data
- Run PR-2 to receive dialog box indicating discrepancy categories & to create the Analysis tabs (Account Comparison & Policy Variances)
- Run PR-3 to populate Account Comparison tab
- Perform manual clean-up of cells A2:B2 & **clear** the Grand Total rows
- Run PR-4 to format Account Comparison tab for analysis
- Copy columns A-D from Account Comparison tab onto Activity Variances tab
- Remove any unmatched (non-green) Lookup Codes from list (if needed). You may not need to do this step. If not, move on to next step.
- Run PR-5 to format Policy Variancse tab for later analysis
- Complete Policy List Report analysis as needed on Account Comparison and/or Policy Variances tabs using Notes sections

Servicer Issues Checklist

- Open the Policy List Report
- Navigate to the '*Platform Code*' Policy List tab (1st tab) & ensure that either Column A is filtered by orange, or the Project Update column (e.g., 4-17-25 Update) is filtered to 'Yes'
- Scroll over to Columns L - O on '*Platform Code*' Policy List tab
 - Highlight L1:M2 in one color and label it Policy Servicer
 - Highlight N1:O2 in another color and label it Account Servicer
- Navigate to Column AQ (new_servicer_name) on the Policy List for Transfer tab
- Dropdown the column filters to review the new servicer names listed (example below)
- Navigate back to Columns L:O on the '*Platform Code*' Policy List tab and filter **OUT** new servicers on Column M (this is because we only want to see the incorrect/blank servicers listed)
- Highlight the Account Name and Servicer Code/Name of any incorrect/blank Policy Servicer
- Unfilter Column M
- Filter **OUT** new servicers on Column O (this is because we only want to see the incorrect/blank servicers listed)
- Highlight the Account Name and Servicer Code/Name of any incorrect/blank Account Servicer
- Unfilter Column O
- Navigate to the '*Platform Code*' Policy List tab and right-click to select 'Move or Copy...'
- Select Move to 'New Book' and checkmark the 'Create a Copy' box. Click Ok.
- Filter the new spreadsheet by yellow on the Account Name
- Unhighlight the Account Name to leave only the Servicer Names yellow (this may be for both the Policy/Account Servicer)
- Rename the tab '*Platform Code*' Servicer Issues
- Save the new Servicer Issues file in the Post Update Quality Review folder as " '*Platform Code*' Servicer Issues 'Import Date' " (e.g., 1SE Servicer Issues 4-17-25)

Wrap-Up Checklist

- Navigate to Monday.com shared board for project document folder structure, to the destination folder of 'Validation Files' for your specific project
- Once in the Validation Files folder, create a new folder called "1DS Validation" and upload all relevant files (Activity Report, Policy List Report, and Servicer Issues (if there were any))
- Prepare email summary of Activities, Profit Center Updates, and Servicer Updates
- Attach relevant files (e.g., Servicer Issues, if it exists) and send to the 1DS Validation project team
- Project complete



Preparations (Macro-Enabled)

Wednesday, March 5, 2025 2:00 PM

Step 1: Log into EPIC

- Access the applicable **Platform EPIC** system.

Step 2: Run the Post-Update Reports

- Navigate to **MyReports** and run the following:
 - **Post-Update Activity Report**
 - **Applicable Post-Update Policy List Report** (EB or P&C)
- **Check Report Criteria:**
 - **Activity Report** → Set **Date/Time Entered** to the **Systems submission date** to Open.
 - **Policy List Report** → No criteria changes required.
- **Choose a Delivery Option:**
 - **Send to User Email** as an **Excel Workbook**
 - **Save to Disk**

Step 3: Save & Organize Reports 

- Once reports are received via email or saved to disk:
 -  **Save reports in: Post Update Quality Review folder.**
- **Example File Naming Format:**
 - **Activity Report:** *1SE Activity Report 1-24-25 Update*
 - **Policy List Report:** *1SE Policy List Report (PL) 1-24-25 Update*

Activity Report (Macro-Enabled)

Wednesday, March 5, 2025 12:30 PM

Step 1: Generate the Activity Report

- Export the report from **Platform EPIC** per the [Preparations](#) tab.

Step 2: Run ARMacro1

- Enter the **Platform Code** and import the **Activities Template** from Systems.
- The macro **compares Lookup Codes** using conditional formatting:
 - If all Lookup Codes match** (cells are colored), proceed to Step 3.
 - If unmatched Lookup Codes exist** (no-fill cells), follow these steps:
 - Filter Column A** (Tab #2) to show **only matched cells**.
 - Add a column titled "**MM/DD/YYYY Update**" (e.g., '**2/6/2025 Update**').
 - Enter "**Yes**" in this column for all **matched** cells.
 - Remove filters from Column A, then **filter the new column** to show only "**Yes**".
 - Proceed to Step 3.

Step 3: Create Pivot Tables

- Open the **PlatformCode Activity Report**, click anywhere on the sheet.
- Go to **Insert > PivotTable**, place it on a **new worksheet**.

Step 4: Configure Pivot Fields

- Filters:**
 - DepartmentName**
 - (*If exists*) **Project Update field** (e.g., **2/6/2025 Update**)
- Rows:** LookupCode
- Values:** LookupCode (Count of)

Step 5: Finalize the Pivot Tables

- Filter** the DepartmentName dropdown to include **only relevant departments** (e.g., Benefits, Personal, Commercial).
- (*If exists*) **Filter** the Project Update Field to **Yes**.
- Move this tab behind the **PlatformCode Activity Report** and rename it **PlatformCode Pivot** (e.g., **1NY Pivot**).
- Repeat for the **Activities Template Report**:
 - Select any cell, go to **Insert > PivotTable > New Worksheet & Ok**.
 - Pivot Field Setup:**
 - Rows:** EPIC Lookup Code
 - Values:** Activity Code (Count of)
 - No need to **filter by Department** on this report.
- Rename this tab **Template Pivot** and move it behind the **Activities Template Report**.

Step 6: Collect Counts on Pivot Tabs

- Collect **Client Counts & Activity Counts** on each pivot:
 - Client Count text** → cell **D1**
 - Client Count value** → cell **D2**
 - Activity Count text** → cell **E1**
 - Activity Count value** → cell **E2**

Step 7: Run Macros & Format Data

- Run **ARMacro2** (Creates Account Comparison & Activity Variance tabs).
- Run **ARMacro3** (Copies and prepares data to Account Comparison tab).
- Format as needed** (remove blank rows, auto-widen, etc.).
 - Clear Grand Totals, do not delete them** (to avoid list issues).
- Run **ARMacro4** (Applies formatting & analysis setup to Account Comparison tab).

Step 8: Final Analysis & Adjustments

- Copy **Columns A-D** from the **Account Comparison tab** to the **Activity Variances tab**.
- Delete any **unmatched Lookup Codes** (no-fill cells) if they exist (**Note:** Ensure deletion does not cause misalignment of the lists).
- Run **ARMacro5** (Final formatting & checks applied to Activity Variances tab).
- Complete **Account Comparison Analysis** if needed.
- Complete **Activity Variance Analysis** if needed.

Note:

- If the issue **requires action from the REA**, highlight the text in **red**.
- If the issue **does not require REA action**, keep the text in its default **black**.

Policy Report (Macro-Enabled)

Friday, March 7, 2025 1:00 PM

Step 1: Generate the Policy List Report

- Export the report from **Platform EPIC** per the [Preparations](#) tab.

Step 2: Run PRMacro1

- Enter the **Platform Code** and import the **Policy List** from Systems.
- The macro **compares Lookup Codes** using conditional formatting:
 - If all Lookup Codes match** (cells are colored), proceed to Step 3.
 - X If unmatched Lookup Codes exist** (no-fill cells), follow these steps:
 - Filter Column A (Tab #2) to show **only matched cells**.
 - Add a column titled "**MM/DD/YYYY Update**" (e.g., '**2/6/2025 Update**').
 - Enter "**Yes**" in this column for all **matched** cells.
 - Remove filters from Column A, then **filter the new column** to show only "**Yes**".
 - Proceed to Step 3.

Step 3: Create Pivot Tables

- Open the **PlatformCode Policy List**, click anywhere on the sheet.
- Go to **Insert > PivotTable**, place it on a **new worksheet**.

Step 4: Configure Pivot Fields

- Filters:**
 - DepartmentName**
 - (*If exists*) **Project Update field** (e.g., **2/6/2025 Update**)
- Rows:** **LookupCode**
- Values:** **MainPolicyNumber** (Count of)

Step 5: Finalize the Pivot Tables

- Filter** the **DepartmentName** dropdown to include **only relevant departments** (e.g., Benefits, Personal, Commercial).
- (*If exists*) **Filter** the Project Update Field to **Yes**.
- Move this tab behind the **PlatformCode Activity Report** and rename it **PlatformCode Pivot** (e.g., **1NY Pivot**).
- Repeat for the **Policy List for Transfer** tab:
 - Select any cell, go to **Insert > PivotTable > New Worksheet & Ok**.
 - Pivot Field Setup:**
 - Rows:** **Lookup Code**
 - Values:** **Policy_number** (Count of)
 - No need to **filter by Department** on this report.
- Rename this tab **Policy List for Transfer Pivot** and move it behind the **Policy List for Transfer** tab.

Step 6: Collect Counts on Pivot Tabs

- Collect **Client Counts & Policy Counts** on each pivot:
 - Client Count text** → cell **D1**
 - Client Count value** → cell **D2**
 - Policy Count text** → cell **E1**
 - Policy Count value** → cell **E2**

Step 7: Run Macros & Format Data

- Run **PRMacro2** (Creates Account Comparison & Activity Variance tabs).
- Run **PRMacro3** (Copies and prepares data to Account Comparison tab).
- Format as needed** (remove blank rows, auto-widen, etc.).
 - Clear Grand Totals, do not delete them** (to avoid list issues).
- Run **PRMacro4** (Applies formatting & analysis setup to Account Comparison tab).

Step 8: Final Analysis & Adjustments

- Copy **Columns A-D** from the **Account Comparison tab** to the **Policy Variances tab**.
- Delete any **unmatched Lookup Codes** (no-fill cells) if they exist (**Note:** Ensure deletion does not cause misalignment of the lists).
- Run **PRMacro5** (Final formatting & checks applied to Policy Variances tab).
- Complete **Account Comparison Analysis** if needed.
- Complete **Policy Variance Analysis** if needed.

Note:

- If the issue **requires action from the REA**, highlight the text in **red**.
- If the issue **does not require REA action**, keep the text in its default **black**.

Servicer Issues (Policy List Report)

Friday, March 7, 2025 3:00 PM

Step 1: Set Up Column Headers on Policy List Tab

- **Highlight L1:M2** and enter "**Policy Servicer**" in **L1**.
- **Highlight N1:O2** and enter "**Account Servicer**" in **N1**.

Step 2: Confirm Data Filtering on Policy List Tab

- Ensure the **Project Update Field** is **filtered to "Yes"** to display only relevant policies.

Step 3: Identify New Servicers

- Review the **Policy List for Transfer** tab to confirm **new servicers (Column AQ, new_servicer_name)**.

Step 4: Review & Highlight Servicing Issues on Policy List Tab

- **Check Policy Servicer (Columns L & M):**
 - **Filter out new servicers in Column M**
 - **Highlight** incorrect or missing servicers, including blanks.
 - **Highlight the Account Name.**
 - **Unfilter Column M.**
- **Check Account Servicer (Columns N & O):**
 - **Filter out new servicers in Column O.**
 - **Highlight** incorrect or missing servicers, including blanks.
 - **Highlight the Account Name.**

Step 5: Export & Save Incorrect Servicers List

- **Copy the tab** to a new spreadsheet and save it in the  **Post Update Quality Review** folder:
"PlatformCode Servicer Issues_Date of Project Update"
- **Rename the sheet tab** to "**Servicer Issues**".
- **Clear all filters.**
- **Filter Account Name column** to **No Fill color** and delete all data.
- **Clear filters again** to leave only identified servicer issues.
- **Remove Account Name highlighting**, keeping only servicer code and name highlighted.

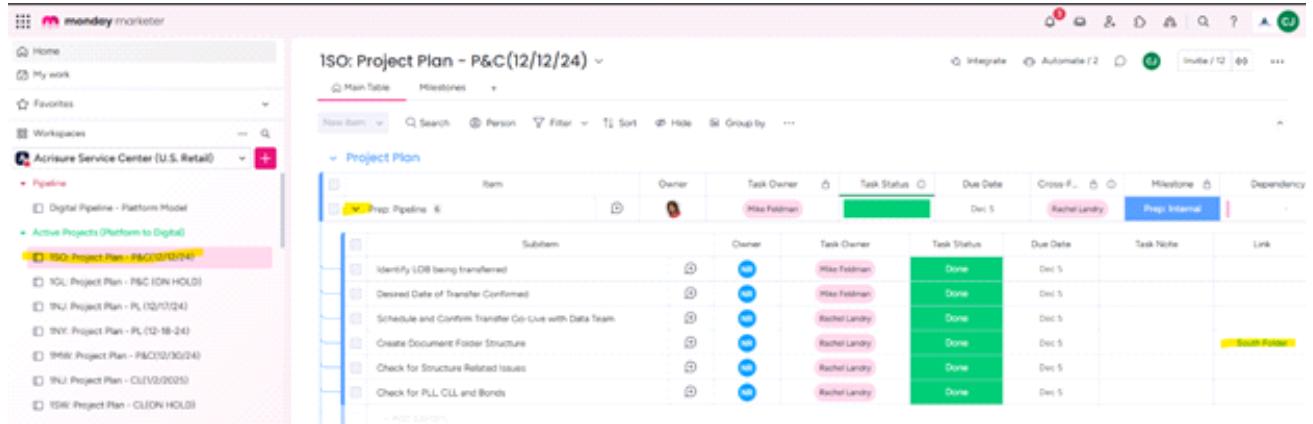
✓ **Servicer columns are now validated, and errors are documented for correction.**

Wrap-Up Details

Friday, March 7, 2025 2:00 PM

Step 1: Upload Validation Files to the Shared Folder

- Open the **project folder link** from the project plan.
- Navigate to the **Validation Folder** and create a new subfolder named "**1DS Validation**."
- **Drag and drop** the validation files into this new folder.



Item	Owner	Task Owner	Task Status	Due Date	Cross F...	Milestone	Dependency
Identify UDR being transferred	Mike Feldman	Mike Feldman	Done	Dec 5	Rachel Landry	Prep Internal	
Desired Date of Transfer Confirmed	Mike Feldman	Mike Feldman	Done	Dec 5			
Schedule and Confirm Transfer Co-Live with Data Team	Rachel Landry	Rachel Landry	Done	Dec 5			
Create Document Folder Structure	Rachel Landry	Rachel Landry	Done	Dec 5			
Check for Structure Related Issues	Rachel Landry	Rachel Landry	Done	Dec 5			
Check for PLL, CLL and Bonds	Rachel Landry	Rachel Landry	Done	Dec 5			

Step 2: Send Validation Results via Email

- **Reply all** to the **1DS Validation** email.
- **Exclude Erik, Jacquie, and Lisa.** Also, remove Mike V unless specifically addressing him.
- **Include details** for each section:
 - **Activities (Activity Report)**
 - **Profit Center Updates (Policy List Report)**
 - **Servicer Updates**
- Attach any relevant files (**e.g., Servicer Issues**).
- If the **issues are extensive**, compile them into a separate spreadsheet instead of listing them in the email.

Activity Report Macro

Thursday, February 20, 2025 3:26 PM

Overview (Final) 3.10.25

Monday, March 10, 2025 4:10 PM

This module contains **five macros** that automate the process of:

1. Importing, renaming, and formatting an Activity Report.
2. Creating and managing comparison sheets for Account and Activity Variances.
3. Copying and formatting data for comparisons.
4. Applying conditional formatting to highlight Lookup Code duplicates.
5. Adding variance calculations and formatting the Activity Variances tab.

It also includes some **helper functions** to ensure sheets exist and handle repeated tasks.

Macro 1: ARMacro1_ImportRenameAndFormatActivityReport

This macro **guides the user through importing an Activity Report**, renaming it, and applying conditional formatting.

Step-by-Step Breakdown

1. **Prompt the User for a Platform Code**
 - o The user is asked to enter a **platform code** (e.g., 1NY).
 - o If the user does not enter anything, the macro stops to prevent errors.
2. **Rename the Activity Report Tab**
 - o The macro assumes that the second worksheet in the workbook is the Activity Report.
 - o It renames this sheet using the format: [PlatformCode] Activity Report (e.g., 1NY Activity Report).
 - o If there are fewer than two sheets, it alerts the user that the expected sheet is missing and stops execution.
3. **Check for an Existing Template Report**
 - o It scans all worksheet names to see if "**Activities Template Report**" already exists.
 - o If the sheet **does exist**, it deletes it to prevent duplicate names.
 - o This ensures that when a new template is imported, it won't cause naming conflicts.
4. **Prompt the User to Select the Activity Template Report File**
 - o A file picker window appears, allowing the user to select a file.
 - o If the user **does not select a file**, the macro stops.
 - o The selected file is then **opened**, and the first sheet inside it is copied to the current workbook.
 - o The copied sheet is **renamed** to "Activities Template Report", and the original file is closed.
5. **Apply Conditional Formatting to Highlight Matches**
 - o The macro finds the **last row of data in Column A** of the Activity Report.
 - o It applies **conditional formatting** to highlight any values in Column A that also exist in the "Activities Template Report" sheet.
 - o The matched cells are **shaded light orange** to make them stand out.
6. **Display a Success Message**
 - o If everything runs correctly, a message box confirms that the process is complete.

Macro 2: ARMacro2_CreateComparisonAndVariancesTabs

This macro **creates two important sheets** that are used for comparing data:

- "**Account Comparison**" (compares clients between the two datasets).
- "**Activity Variances**" (compares activity counts between datasets).

Step-by-Step Breakdown

1. **Identify Key Pivot Tables**
 - o The macro assumes that:
 - The **3rd sheet** contains the "Platform Pivot" data.
 - The **5th sheet** contains the "Template Pivot" data.
 - o It extracts **Client Count** and **Activity Count** from **cell D2 and E2** in both pivot tables.
2. **Ensure the "Account Comparison" Tab Exists**
 - o If the "Account Comparison" sheet **already exists**, it clears all its data.
 - o If it **does not exist**, it creates a new sheet with that name.
3. **Ensure the "Activity Variances" Tab Exists**
 - o It follows the same process as the "Account Comparison" tab.
4. **Compare the Data and Display a Message**
 - o The macro checks whether there are differences in Client Count or Activity Count.
 - o Based on the comparison, it provides a **custom message**:
 - If no discrepancies are found: "No Variances Detected"
 - If **only Client Count differs**: "Client Variance Found"
 - If **only Activity Count differs**: "Activity Variance Found"
 - If **both differ**: "Variances Found"

Macro 3: ARMacro3_CopyFormatDataAccountComparison

This macro **copies key data from the Platform and Template Pivot sheets into the Account Comparison sheet** and applies formatting.

Step-by-Step Breakdown

- 1. Prompt the User for a Platform Code**
 - Similar to Macro 1, the user is asked to enter a **Platform Code** (e.g., 1NY).
 - If no input is provided, the macro stops.
- 2. Ensure the "Account Comparison" Sheet Exists**
 - If it does not exist, an error message appears, telling the user to run **Macro 2** first.
- 3. Remove Any "Department" Rows**
 - The macro **scans Column A** of both Pivot sheets.
 - If any row contains "Department", it **deletes that row**.
 - This prevents unnecessary rows from being copied into the comparison.
- 4. Copy Lookup Codes and Client Counts**
 - From the Platform Pivot, **columns A & B** are copied into the Account Comparison sheet (Columns A & B).
 - From the Template Pivot, **columns A & B** are copied into Columns C & D.
- 5. Adjust Headers and Formatting**
 - The first row is merged for clarity:
 - **A1:B1** → Displays [Platform Code] Pivot (e.g., "1NY Pivot").
 - **C1:D1** → Displays "Template Pivot".
 - The merged headers are **bolded** and color-coded:
 - **Purple (A1:B1)** for the Platform Pivot.
 - **Light Blue (C1:D1)** for the Template Pivot.
 - Column widths are adjusted for readability.
- 6. Notify the User**
 - A message confirms that the data has been copied and formatted successfully.

Macro 4: ARMacro4_FormatLookupCodesForAccountComparison

This macro **highlights duplicate Lookup Codes** and applies additional formatting.

Step-by-Step Breakdown

- 1. Ensure the "Account Comparison" Sheet Exists**
 - If it doesn't exist, the macro stops.
- 2. Color the Account Comparison Tab**
 - The tab is **colored purple** for easy identification.
- 3. Find the Last Row of Data**
 - The macro determines the **last row of data** in both Column A and Column C.
 - This ensures that conditional formatting is applied **only to the relevant range**.
- 4. Highlight Duplicate Lookup Codes**
 - It **clears any previous conditional formatting** to prevent conflicts.
 - It then highlights **duplicates** in Columns A and C using **light sage green**.
- 5. Add Headers for Additional Data**
 - **F1, G1, and H1** are filled with labels for tracking missing activities:
 - "Accounts with Activities Not Updated in Platform"
 - "Count of Activity"
 - "Notes"
 - These headers are **bolded** and given a **bottom border**.
- 6. Apply Filters to Columns A-D**
 - A filter is added to make sorting and analysis easier.
- 7. Notify the User**
 - A message confirms that formatting and filtering were applied successfully.

Macro 5: ARMacro5_FormatVarianceForNotes

This macro **adds variance calculations and highlights discrepancies** in the Activity Variances tab.

Step-by-Step Breakdown

- 1. Ensure the "Activity Variances" Sheet Exists**
 - If it doesn't exist, the macro stops.
- 2. Color the Activity Variances Tab**
 - The tab is **colored purple** for easy identification.
- 3. Add Variance and Notes Columns**
 - **Column E** is labeled "Variance" (in **red bold text**).
 - **Column F** is labeled "Notes".
- 4. Insert Variance Calculation**

- In **E3**, it adds the formula =B3-D3 to calculate the difference between client counts.
- This formula is **filled down** for all rows.

5. Apply Conditional Formatting

- If the variance is **positive**, the cell turns **blue**.
- If the variance is **negative**, the cell turns **red**.
- If the variance is **zero**, it remains uncolored.

6. Notify the User

- A message confirms that variance formatting was applied successfully.

Policy List Report Macro

Friday, February 21, 2025 12:14 PM

Overview (Final) 3.14.25

Monday, March 10, 2025 4:21 PM

This module contains five macros designed to automate the processing of a **Policy List Report**, ensuring that data is properly imported, renamed, formatted, and analyzed for discrepancies.

Macro 1: PRMacro1_ImportRenameAndFormatPolicyList

This macro imports the **Policy List Report**, renames it, applies conditional formatting, and ensures that the necessary sheets are properly structured.

Step-by-Step Breakdown

- 1. Delete the "Parameter Page" Sheet (If It Exists)**
 - If a sheet named "Parameter Page" exists, it is deleted.
 - This step ensures that outdated information is removed before importing a new report.
- 2. Identify the Policy List Sheet**
 - Assumes the **first sheet** in the workbook is always the Policy List.
 - Saves a reference to this sheet as wsPolicy.
- 3. Prompt the User for a Platform Code**
 - Displays an input box for the user to enter a **Platform Code** (e.g., 1NY).
 - If no code is entered, the macro stops.
- 4. Rename the Policy List Sheet**
 - Renames the first sheet to "[PlatformCode] Policy List", e.g., "1NY Policy List".
- 5. Check if "Policy List for Transfer" Already Exists**
 - Scans through all sheets in the workbook.
 - If "Policy List for Transfer" exists, it is deleted to prevent duplicates.
- 6. Import the Policy List for Transfer File**
 - Opens a **file picker** dialog to allow the user to select a file.
 - If no file is selected, the macro stops.
 - Opens the selected workbook, copies its first sheet, and renames it "Policy List for Transfer".
 - Closes the original imported workbook.
- 7. Remove the Tab Color from the "Policy List for Transfer" Sheet**
 - Ensures the tab color is reset to default.
- 8. Apply Conditional Formatting to Highlight Matches**
 - Finds the last row of data in **Column A** of the **Policy List**.
 - Applies **conditional formatting** that highlights any **matching Lookup Codes** between "Policy List" and "Policy List for Transfer".
 - Uses **light orange highlighting** for matched cells.
- 9. Apply AutoFilter to the Header Row**
 - Enables **filters** on the second row to allow for easy sorting and filtering.
- 10. Display Success Message**
 - Notifies the user that the import and formatting process is complete.

Macro 2: PRMacro2_CreateComparisonAndVariancesTabs

This macro ensures that the **Account Comparison** and **Policy Variances** sheets are always available and ready for analysis.

Step-by-Step Breakdown

- 1. Prompt the User for a Platform Code**
 - Ensures the correct pivot sheet is referenced.
- 2. Find and Validate the Policy List Sheets**
 - Locates the dynamically named "[PlatformCode] Pivot" sheet.
 - Assumes "Policy List for Transfer Pivot" is always the **4th sheet**.
 - If either sheet is missing, the macro stops.
- 3. Retrieve Key Data from the Policy Sheets**
 - Extracts:
 - **Client Count** from D2
 - **Policy Count** from E2
 - Compares these values between "[PlatformCode] Pivot" and "Policy List for Transfer Pivot".
 - Defaults to **0** if any of the values are missing.
- 4. Ensure "Account Comparison" and "Policy Variances" Sheets Exist**
 - If "Account Comparison" or "Policy Variances" **already exist**, they are **cleared**.
 - If they **do not exist**, new sheets are created.
- 5. Compare Data and Display Messages**
 - Based on the comparison of **client count** and **policy count**, the macro provides messages:
 - **No differences:** "No Variances Detected"
 - **Only Client Count differs:** "Client Variance Found"
 - **Only Policy Count differs:** "Policy Variance Found"
 - **Both differ:** "Variances Found"

Macro 3: PRMacro3_CopyFormatDataAccountComparison

This macro copies data from the Policy Pivot tables into the **Account Comparison tab**, formats the data, and ensures it is clean for analysis.

Step-by-Step Breakdown

1. Prompt the User for a Platform Code

- Ensures the correct Policy List sheet is referenced.

2. Identify the Relevant Pivot Sheets

- Assumes:

- "Policy Pivot" is **Tab 2**.
- "Policy List for Transfer Pivot" is **Tab 4**.

- If either sheet is missing, the macro stops.

3. Ensure "Account Comparison" Sheet Exists

- If missing, the macro stops and prompts the user to run **Macro 2** first.

4. Find and Copy Data

- Identifies the **last row** in **Column A** for both pivot tables.

- Copies **Lookup Codes and Client Counts** from:

- "Policy Pivot" → **Columns A & B** → "Account Comparison" **Columns A & B**
- "Policy List for Transfer Pivot" → **Columns A & B** → "Account Comparison" **Columns C & D**

5. Remove Rows Containing "Update"

- After copying, scans Column A for the word "**Update**" and deletes those rows.

6. Remove Empty Row 2

- Deletes **Row 2** to shift the data up.

7. Format Headers

- **Merge and label headers:**

- **A1:B1** → "PlatformCode Policy Pivot"
- **C1:D1** → "Policy List for Transfer Pivot"

- **Apply formatting:**

- **Light Purple** → Platform Pivot
- **Light Blue** → Transfer Pivot
- **Bold and Center Alignment**

8. Adjust Column Widths

- Ensures all columns are readable.

9. Display Success Message

- Notifies the user that data has been copied and formatted.

Macro 4: PRMacro4_FormatLookupCodesForAccountComparison

This macro applies **conditional formatting** to highlight duplicate Lookup Codes and structures the Account Comparison tab.

Step-by-Step Breakdown**1. Ensure the "Account Comparison" Sheet Exists**

- If missing, the macro stops.

2. Color the Tab Light Purple

- Helps visually differentiate the sheet.

3. Detect Data Ranges

- Finds the **last row** in **Column A** and **Column C**.

4. Apply Conditional Formatting for Duplicate Lookup Codes

- Uses **light sage green** to highlight duplicates in **Columns A and C**.

5. Add Additional Headers

- **F1, G1, H1:**

- "Accounts with Policies Not Updated in Platform"
- "Count of Policy"
- "Notes"

- **Bold and underlined formatting.**

- Adjusts **column widths** for readability.

6. Apply Filters to Columns A-D

- Ensures data can be sorted and analyzed efficiently.

7. Display Success Message

- Notifies the user that formatting has been successfully applied.

Macro 5: PRMacro5_FormatVarianceForNotes

This macro adds **variance calculations**, applies **color formatting**, and finalizes the Policy Variances sheet.

Step-by-Step Breakdown**1. Ensure the "Policy Variances" Sheet Exists**

- If missing, the macro stops.

2. Color the Tab Light Purple

- Differentiates it visually.

3. Add "Variance" and "Notes" Columns

- **Column E:** "Variance" (**Red bold text**).
- **Column F:** "Notes" (**Black bold text**).

4. Insert Variance Calculation Formula

- **Formula:** =B3-D3
- Filled down for all rows.

5. Apply Conditional Formatting

- **Positive Variances** → **Blue Fill, White Bold Text**
- **Negative Variances** → **Red Fill, White Bold Text**

- **Zero Variances** → No Fill (Default Formatting).

6. Apply Filters

- Enables **AutoFilter** on the headers.

7. Display Success Message

- Confirms the formatting and calculations were applied successfully.

Step 1: Enable the Developer Tab

The **Developer tab** is not visible by default in Excel. Follow these steps to enable it:

1. Open Excel and start with a **new blank worksheet**.
2. Click on the **File** tab in the top-left corner.
 - o If your screen is small, you may need to scroll down and click **More** to see the full menu.
3. In the left-hand menu, click **Options** to open the **Excel Options** window.
4. In the **Excel Options** window, select **Customize Ribbon** from the left panel.
5. On the right side, under **Main Tabs**, scroll down and find **Developer**.
6. Check the box next to **Developer**.
7. Click **OK**.
8. You should now see the **Developer** tab in the ribbon at the top of Excel.

Once the **Developer tab** is enabled, you can proceed with creating the **Personal Macro Workbook**.

Step 2: Create the Personal Macro Workbook

1. Navigate to the **Developer tab** and click **Record Macro**.
2. In the **Store macro in** dropdown, select **Personal Macro Workbook**.
3. Click **OK**.
4. Enter **data in at least two cells** (this ensures Excel creates the file).
5. Click **Stop Recording** in the Developer tab.

Step 3: Unhide the Personal Workbook

1. Navigate to the **View tab** and click **Unhide** within the **Window** section.
2. Select **PERSONAL** and click **OK**. The PERSONAL workbook will appear.

Step 4: Delete the Temporary Macro

1. Navigate to **Developer > Macros**.
2. Select **Personal Macro1** and **Delete it**.
 - o Alternatively, click **Edit**, select all the code, delete it, and save.
3. Close the pop-ups until you're back in Excel.

Step 5: Add Modules for the VBA Code

1. Navigate to **Developer > Visual Basic**.
2. In the **VBA Editor**, find **VBAPROJECT (PERSONAL)** in the left panel.
3. Right-click **VBAPROJECT (PERSONAL) > Insert > Module**.
 - o This adds **Module 1** (Add AR Code)
4. Repeat the step to add **Module 2** (Add PR Code)

Now the **Personal Workbook** is ready for storing the 1DS Validation macro series. ⓘ You will need to be supplied with the VBA codes for each module.

Note: The Personal Workbook will now open automatically each time you launch Excel. To use the 1DS Validation macro series, ensure that the Personal Workbook remains open for the entire duration of the validation process.

Process Map

Wednesday, September 11, 2024 11:43 AM



Data Clean-up Process Presentation

Data Clean-up Process



Data Clean-up

Monday, June 17, 2024 11:41 AM

1. Go through Data Extract file and identify fields that need fixed/completed and highlight in yellow
 - o See [Data Clean-up Checklist](#)
2. Send [Data Clean-up Request email](#) to AM
 - o Cc Mike, Business Implementation Team Lead, AM Team Lead
3. Schedule EPIC Data Clean-up Expectation call
 - o **Attendees:** Project Manager, AM, AM's Team Lead
 - o See [EPIC Clean-up Expectations Call](#)
4. Hold EPIC Data Clean-up Expectation call
5. Systems Analysts will set up weekly reports that will go to Project Manager to help them monitor data clean-up progress.
6. Project Manager will continue to work with AM to ensure that all data is clean by the time the BOR process comes around.

Data Cleanup Email Template - DRAFT

Friday, June 14, 2024 1:23 PM

Cc: Mike, Brian, Taylor, Team lead of AM, anyone else?

Hello [Name of Account Manager],

Attached is a copy of the current Epic data extract for the groups in the [Name of Platform] database. We have performed a thorough analysis of the file and we are asking that you work with us on data cleanup specifically in the following areas:

- Policy numbers
- Effective dates
- Expiration dates (accurate)
- Estimated Premium
- Estimated Commission/Revenue
- Line description (accurate)
- Line types (accurate)
- Number of risks insured
- Number of eligible EE's
- Issuing company
- Billing company
- Micro fees + compliance fee's
- Fein
- NAICS Codes
- SIC Codes
- SIC/Industry description
- Full address (NO PO boxes)
- Contact info (primary contact name, phone number, and email address)
- Commission percentage
- Account manager name
- PRBR's

Any problem areas that require further cleanup have been identified and highlighted in the attached file.

We will be scheduling a phone call with you to review these details and answer any questions you may have.

Thank you,

[Insert Signature Here]



Mandatory
Field Guide



Copy of
FINAL Dat...

Data Clean-up Checklist

Thursday, May 30, 2024 2:32 PM

Mandatory Fields

- Policy numbers
- Effective dates
- Expiration dates (accurate)
- Estimated Premium
- Estimated Commission/Revenue
- Line description (accurate)
- Line types (accurate)
- Number of risks insured
- Number of eligible EE's
- Issuing company
- Billing company
- Micro fees + compliance fee's
- Fein
- NAICS Codes
- SIC Codes
- SIC/Industry description
- Full address (NO PO boxes)
- Contact info (primary contact name, phone number, and email address)
- Commission percentage
- Account manager name
- PRBR's

- Do the # of EE's & # of EE's enrolled make sense?
 - For example are there more enrolled than total # of EE's. (Could mean they are counting dependents in enrolled # or there might be a typo)
- Are there any new carriers that aren't in EPIC yet? (See [Appointed Carriers- AAS](#))
- Double check Premium, Revenue, and Commission % to make sure they align/make sense.
 - Do the commission rates seem low?
 - Do the commission rates seem high?
 - Are there any PEPMs?
- Do the NAICS & SIC Codes match with codes in EPIC (See [EPIC NAICS & SIC Codes](#))
- Review for any HealthNet or Centene policies (they have to be [manually BOR'd](#))
- Is there missing data
 - Contact Information (Need a primary contact name & email address @ minimum)
 - Estimated Premiums
 - Estimated Commission
 - Commission Percentage
 - NAICs
 - SICs
 - Policy #'s

- Double check effective & expiration dates make sense (Should be for benefit year. **Example:** 1/1/2024-12/31/2024)
- Any policies incorrectly marked Agency Bill?
- Check to make sure policies are renewed in Platform EPIC while waiting for BOR process to start **

**Reoccurring task

Client List Audit Report

Monday, September 9, 2024 11:23 AM

Purpose

This audit report is to check on clean-up efforts of client level details.

Sample Report:



Southeast –
EB_Data ...

Platforms that have this report setup already:

- New England
- Northwest
- Southeast

Delivery Method

Excel files delivered via email to PM & Team Lead

Delivery Schedule

Weekly on Monday's @ 8:00AM MST

Report Criteria

My Reports		Criteria	
● Client List Audit Report <input checked="" type="checkbox"/>		<input type="button" value="⊕"/> <input checked="" type="checkbox"/>	Criteria Selection
Modify Criteria		Region	All
Layouts		Agency	All
Delivery Options		Branch	All
Account		Account Lookup Code	All
Activity		Account Name	All
Applications		Client Type	Both
Claim		Agriculture	Both
Client Contracts		Benefits	Yes
General Ledger		Bonds	Both
Interface		Commercial	Both
Management		Financial Services	Both
Opportunities		Life and Health	Both
Policy		Other Lines of Business	Both
Transaction		Personal	Both
Marketing Preview		Account Status	Active
		Inactive Date	All
		Inactive Reason	All
		City	All
		State/Province	All
		Postal Code	All
		County	All
		Country Code	All
		Account Agency Defined Opti...	All
		Date Entered	All
		Related Account Code	All
		Record Listing	Each time found
		Parameter Page	Include paramete...

Report Layout

Report Header Page Header**Client List Report**

Account Code : Account Name : Address

 Details

Account Lookup	Account Name	Address Line 1	Name	Type Of Business	Number of Employees	Number Eligible
		Address Line 2				
		City, StateRegion Postal Code				

Account Phone	Full Name	Primary Email Address	Main Business Name	Main Bus. Contact Name	Main Bus. Contact Email	Main Bus. Contact FEIN	Main Bus. Contact NAICS	Main Bus. Contact SIC
---------------	-----------	-----------------------	--------------------	------------------------	-------------------------	------------------------	-------------------------	-----------------------

 Report Footer Page Footer**Delivery Setup****Subject:**

[Platform Name]_EB_Data Clean-up_Client List Audit Report

Message:

Hello,

Attached is this weeks client list audit report for the [Platform Name] Platform EB clients.

Thank you

Taylor Montgomery

Identifying ADS Clients

Monday, September 9, 2024 12:57 PM

Since there is no way on a client level report to identify profit center there is no way to pull just ADS clients on the Client List Audit Report.

The following steps must be taken to identify ADS clients on the Client List Audit Report.

1. Open Policy List Audit Report & Client List Audit Report.
2. Copy the policy list from the Policy List Audit Report and paste onto a new tab in the Client List Audit Report.

Example:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Book of Business Report - Line Book											
2	LookupCode	AccountName	MainPolicyNumber	PolicyAndLineTypes	Description	EffectiveDate	ExpirationDate	LineStatusCode	LineTypeDesc	e	e	IssuingState
3	CURRBUJ-03	Current Builders Construction Services, Inc.	501	GX12	POP: Wrap360	9/1/2021	8/31/2026	ZIN	Group Section 125 Plan/POP	SERVICE ONLY	Medcom Benefits Solutions	FL 0
4	JAMEMIC-02	James Michael Howard, Inc.	E4404919 / C6530648	GCAN	GRCA - SUPP INS	7/9/2019	2/28/2025	REN	Group Cancer	Colonial Life & Accident Insurance Company	COLONIAL LIFE & ACCIDENT INSURANCE COMPANY	FL 0
5	DIVIMED-01	Divinity Medspa	QDA27	GCAN	GRSTD	10/1/2023	10/1/2024	NEW	Group Cancer	AFLAC American Family Life Assurance Company of Columbus	AFLAC INCORPORATED	FL 0
6	PROTPAR-01	Protorque Parts Inc	G000041874	GGAP	Group GAP Plan	1/1/2023	12/31/2024	REN	Group GAP Plan	Transamerica Financial Life Insurance Company	TRANSAMERICA LIFE INSURANCE COMPANY	FL 469.72
7	BURGCHA-01	Burgess Chambers & Associates, Inc.	00783593	GDE1	Group Dental	11/1/2023	10/31/2024	REN	Group Dental	Guardian Life Insurance Company of America	GUARDIAN LIFE INSURANCE COMPANY OF AMERICA	FL 0
8	BURGCHA-01	Burgess Chambers & Associates, Inc.	00783593	GV11	Group Vision	11/1/2023	10/31/2024	REN	Group Vision	Guardian Life Insurance Company of America	GUARDIAN LIFE INSURANCE COMPANY OF AMERICA	FL 0
9	BURGCHA-01	Burgess Chambers & Associates, Inc.	52641	GMD1/GMD1	Group Medical	11/1/2023	10/31/2024	REN	Group Medical - Fully Insured	Blue Cross and Blue Shield of Florida, Inc.	BLUE CROSS AND BLUE SHIELD OF FLORIDA INC.	FL 0
10	BURGCHA-01	Burgess Chambers & Associates, Inc.	52641	GMD1/GMD1	Group Medical	11/1/2023	10/31/2024	REN	Group Medical - Fully Insured	Blue Cross and Blue Shield of Florida, Inc.	BLUE CROSS AND BLUE SHIELD OF FLORIDA INC.	FL 0
11	BURGCHA-01	Burgess Chambers & Associates, Inc.	C4716239	VCI	Voluntary Critical Illness	11/1/2023	10/31/2024	REN	Voluntary Critical Illness	Colonial Life & Accident Insurance Company	COLONIAL LIFE & ACCIDENT INSURANCE COMPANY	FL 0
12	WESTCOA-04	West Coast Family Medical Care	20185258-1	GL1	Group Life - Employer Paid	12/1/2023	11/30/2024	REN	Group Life - Employer Paid	Sun Life and Health Insurance Company (U.S.)	The MGIS Companies	FL 1
13	LANCINS-01	Lancaster Insurance Inc.	773525-001	GV11	Group Vision	11/1/2023	10/31/2024	REN	Group Vision	Humana Insurance Company	HUMANA INC	FL 0
14	LANCINS-01	Lancaster Insurance Inc.	773525-001	GDE1	Group Dental	11/1/2023	10/31/2024	REN	Group Dental	Humana Insurance Company	HUMANA INC	FL 0
15	QUBICON-01	Quinn Contractors	G000024626	GGAP	Group GAP Plan	6/1/2024	5/31/2025	REN	Group GAP Plan	Transamerica Financial Life Insurance Company	TRANSAMERICA LIFE INSURANCE COMPANY	FL 7200
16	CHRISTI-01	Christopher Stills Studio of Fine Painting	78675	GMD1	Group Medical	10/1/2023	9/30/2024	REN	Group Medical - Fully Insured	Blue Cross and Blue Shield of Florida, Inc.	BLUE CROSS AND BLUE SHIELD OF FLORIDA INC.	FL 1
17	CHRISTI-01	Christopher Stills Studio of Fine Painting	78675	GMD1	Group Medical	10/1/2023	9/30/2024	REN	Group Medical - Fully Insured	Blue Cross and Blue Shield of Florida, Inc.	BLUE CROSS AND BLUE SHIELD OF FLORIDA INC.	FL 0

3. Go to the Client List Report tab and insert column between lookupcode column and AccountName column and call it Match as the column header.

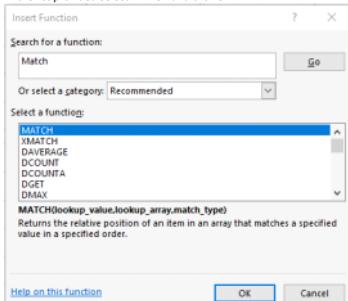
Example:

	A	B	C	D	E
1	Client List Report				
2	LookupCode	Match	AccountName	Address1	Address2
3	101LIMI-01		Thorsen & Crucet PA	5787 B NW 151 Street	
4	101LIMI-01		Thorsen & Crucet PA	5787 B NW 151 Street	
5	117STEC-01		1175 Technology Uic	1175 Technology Drive	
6	117STEC-01		1175 Technology Uic	1175 Technology Drive	
7	1STNATI-01		1st National Bank Homestead	Margaret Musselwhite	1550 N. Krom
8	2112ENT-01		2112 Enterprises LLC	1 Channel Drive	
9	2COLLEG-01		2 College Bros Moving	4701 Adline Dr East	MIAMI, FLORIDA

4. Highlight cell B3 and click insert function.



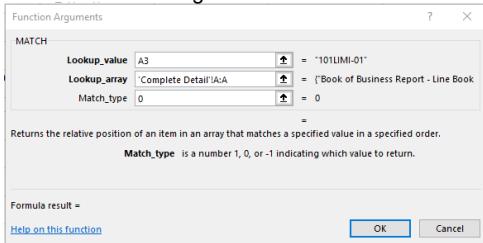
5. In the list provided select MATCH and click OK.



6. For Lookup_Value select cell A3 on the client list report tab.

7. For Lookup_Array select column A on the policy list tab you just created in step 2.

8. For Match_Type type in 0 so it looks for exact matches.



8. Click OK.
 9. Go back to cell B2 and in front of MATCH type in ISNUMBER(and add another) to the end of the formula.

Formula should now look like this: =ISNUMBER(MATCH(A3,Complete Detail!A:A,0))

This will give you False if not a match and true if it is a match.

Client List Report			
A	B	C	D
2	LookupCode	Match	AccountName
3	101LIMI-01	FALSE	Thorsen & Crucet PA
4	101LIMI-01	FALSE	Thorsen & Crucet PA
5	117STEC-01	FALSE	1175 Technology Lic
6	117STEC-01	FALSE	1175 Technology Lic
7	1STNATI-01	FALSE	1st National Bank Homestead
8	2112ENT-01	FALSE	2112 Enterprises LLC
9	2COLLEG-01	FALSE	2 College Bros Moving
	2KMARCH-01	FALSE	2KM Architects, Inc.
			Address1
			5787 B NW 151
			1175 Technolo
			Margaret Musso
			1 Channel Drive
			4701 Acline Dr
			529 Greene Str

10. Double click the bottom right corner of cell B3 to copy the formula down each row.
 11. Filter column B by True and you will have all the groups that belong to ADS.

Sample Files

Client List Audit Report	Southeast_EB_Data ...
Policy List Audit Report	Southeast_EB_Data ...
Client List Audit Report with Match Formula & Filter	Southeast_EB_Data ...

Policy List Audit Report

Monday, September 9, 2024 11:24 AM

Purpose

This audit report is to check on clean-up efforts of policy & line level details.

Sample Report:



Southeast_
EB_Data ...

Platforms that have this report setup already:

- New England
- Northwest
- Southeast

Delivery Method

Excel files delivered via email to PM & Team Lead

Delivery Schedule

Weekly on Monday's @ 8:00AM MST

Report Criteria

Criteria	
(+)	Criteria
[X]	Region
All	Agency
All	Branch
Selected	Department
Selected	Profit Center
All	Account Lookup Code
Insured	Client Type
All	Policy Type
All	Line Type
Open days thru...	Policy Effective Date
+0 days through...	Policy Expiration Date
All	Issuing Company
All	Line Premium Payable Compa...
All	Line Premium Payable Broker
All	Line Producer
Selected	Line Status
Active	Account Status
Both	Prospective/Contracted
All	Account Agency Defined Opti...
All	Policy Premium Billed
All	Policy Premium Annualized
All	Policy Commission Billed
All	Policy Commission Annualized
All lines	Lines per Policy
Include paramete...	Parameter Page
Each time found	Record Listing

Department Selected:



Selected

Code ▲	Description
BEL	Benefits - Large (Eligible Lives of 100+)
BEM	Benefits - Middle (Eligible Lives 20-99)
BES	Benefits - Small (Eligible Lives 2-19)

Profit Center Selected:

Selected

Code ▲	Description
XSC	Acrisure Service Center (HO Use Only)

Line Status Selected:



Selected

Code ▲	Description	Status
BOR	New - BOR	Active
NEW	New	Active
REN	Renewal	Active
REW	Renewal - Rewrite	Active
ZIN	Info Only	Active

Report Layout

Book of Business Report - Line Book											
Client Code	Client Name	Policy/Line	Effective	Expiration	Status	ICO	PPE	Producer/Broker Name	Total Eligible	Line Type	Mode on #
Details											
Account Lookup C	Account Name	Main Policy/Line	Policy Description	Line Effective	Line Expiration	Line Status	Line Type	ICO Name	Premium Pay	Issuing Line	Premium Estimate Line Commission Est.
Department Name	Profit Center Code	Profit Center Name	Risks Insured	Total Eligible	Line Bill Mode	Description	Description	Location			
Producer/Broker	Receivable/Payable	Producer/Broker Type	Producer/Broker Code	Producer/Broker Name	Commission Type	Commission Percent	Production Credit %	Screen Order #			

Delivery Setup

Subject:

[Platform Name]_EB_Data Clean-up_Policy List Audit Report

Message:

Hello,

Attached is this week's policy list audit report for the [Platform Name] Platform EB clients.

Thank you

Taylor Montgomery

Audit Guide - Data Clean-up (Platform Model)

Tuesday, November 12, 2024 10:23 AM

Note: As you go, keep a OneNote page dedicated to the audit under your project tab or in a fresh Word document saved in your Block Transfers folder biweekly. You'll want to keep a record of the audit results for summarizing the findings in the biweekly status update email or to reference in the future.

LookupCode	Is on Data Extract?	AccountName	Address1	City	StateCode	Name	Casey Notes
EYES&OP-01	NOT FOUND	Eyes & Optics Pl	312 Park Avenue N	Winter Park	FL	Rae Carter	Rae is showing as account and policy servicer
JONADAM-01	NOT FOUND	Jonathan Demonte	8361 141 St N	Seminole	FL	Rae Carter	Rae is showing as account and policy servicer
ONE1SOL-01	NOT FOUND	One1 Solution, Inc.	4933 Lady Bug Place	Orlando	FL	Rae Carter	Rae is showing as account servicer

Step 1: Data Files

- Download the **Client List Report** – Obtain the latest **Client List report** from Team Lead for comparison with the Data Extract
- Access the **Master Clean-up Data Extract File** – This file includes highlighted yellow missing fields that require completion and should be marked green as they are resolved

Save both the **Client List Report** in the audit file within your project's block transfer folder. This is also where you should house your **Master Clean-up Data Extract** file.

Step 2: Isolate Project Groups in Client List Report Using XLOOKUP

- Perform **XLOOKUP** between **Master Clean-up Data Extract** and **Client List Report** to isolate project accounts

- Insert a column between LookupCode and AccountName on the **Client List Report**

- Label the column: *Is on Data Extract?*

- Insert Function under the Formulas tab in cell B3 of the Client List Report; choose XLOOKUP

Note: You may need to use the search for a function feature by typing in XLOOKUP to find it

The screenshot shows the 'Insert Function' dialog box in Excel. The formula bar at the top has the formula '=XLOOKUP(A:A,A:A,=101LIMI-01)'. The 'Select a function:' dropdown is open, and 'XLOOKUP' is highlighted. The 'Search for a function:' field contains 'Is on Data Extract?'. Below the search field, it says 'Or select a category: Most Recently Used'. The 'Help on this function' button is visible at the bottom right of the dialog.

4. For Lookup_value, select all of column A in the Client List Report

The screenshot shows the 'Function Arguments' dialog box for the XLOOKUP function. The formula bar at the top has the formula '=XLOOKUP(A:A,A:A,=101LIMI-01)'. The 'Lookup_value' argument is set to 'A:A'. The 'Lookup_array' argument is set to 'A:A'. The 'Return_array' argument is set to 'A:A'. The 'If_not_found' argument is set to 'any'. The 'Match_mode' argument is set to 'number'. The 'Formula result =' field is empty. The 'Help on this function' button is visible at the bottom right of the dialog.

5. For Lookup_array, select the whole column with the Lookup code in the Clients tab of the Master Clean-up Data Extract

Note: Be sure to use the Clients tab instead of the Policies tab as ultimately you will need to pull the key fields information from the Clients tab and the XLOOKUP can only pull the Lookup_array and Return_array from the same tab source.

The screenshot shows the 'Function Arguments' dialog box for the XLOOKUP function. The formula bar at the top has the formula '=XLOOKUP(A:A,A:A,=101LIMI-01)'. The 'Lookup_value' argument is set to 'A:A'. The 'Lookup_array' argument is circled in red and set to '=Clients!\$AC:\$AC'. The 'Return_array' argument is set to 'A:A'. The 'If_not_found' argument is set to 'any'. The 'Match_mode' argument is set to 'number'. The 'Formula result =' field is empty. The 'Help on this function' button is visible at the bottom right of the dialog.

6. For Return_array, select the whole column with the Account Name in the Clients tab of the Master Clean-up Data Extract

The screenshot shows the 'Function Arguments' dialog box for the XLOOKUP function. The formula bar at the top has the formula '=XLOOKUP(A:A,A:A,=101LIMI-01)'. The 'Lookup_value' argument is set to 'A:A'. The 'Lookup_array' argument is set to '=Clients!\$AC:\$AC'. The 'Return_array' argument is circled in red and set to '=Clients!\$B:\$B'. The 'If_not_found' argument is set to 'any'. The 'Match_mode' argument is set to 'number'. The 'Formula result =' field is empty. The 'Help on this function' button is visible at the bottom right of the dialog.

The screenshot shows the Microsoft Excel ribbon at the top with various tabs like File, Home, Insert, etc. Below the ribbon is a toolbar with icons for Cut, Copy, Paste, etc. The main area displays a table with columns A through G. Row 1 contains headers: Name, Address1, Address2, City, State. Rows 2 through 37 contain data. A green box highlights the 'Name' column header in row 1. A yellow box highlights the 'Return_array' field in the 'Function Arguments' dialog box. The formula bar at the top shows the formula =XLOOKUP(A1, '0. Master Clean-up Data Extract.xlsx'!Clients!\$A:\$C, '0. Master Clean-up Data Extract.xlsx'!Clients!\$B:\$B, NOT FOUND). The status bar at the bottom says 'Search'.

7. For If_not_found, type NOT FOUND, then click Ok

The screenshot shows the 'Function Arguments' dialog box for the XLOOKUP function. The 'Lookup_value' field is set to 'A1'. The 'Lookup_array' field is set to '0. Master Clean-up Data Extract.xlsx'!Clients!\$A:\$C'. The 'Return_array' field is set to '0. Master Clean-up Data Extract.xlsx'!Clients!\$B:\$B'. The 'If_not_found' field is set to 'NOT FOUND'. The 'Match_mode' field is set to 'number'. The status bar at the bottom says 'Searches a range or an array for a match and returns the corresponding item from a second range or array. By default, an exact match is used.' The 'OK' button is highlighted with a yellow box.

8. If this pop-up appears: Click Yes

The screenshot shows a Microsoft Excel dialog box titled 'Microsoft Excel'. It says: 'The formula you have entered may spill beyond the edges of the worksheet.' Below it asks: 'Would you like to use the following formula instead?' The formula shown is '=XLOOKUP(A1, '0. Master Clean-up Data Extract.xlsx'!Clients!\$A:\$C, '0. Master Clean-up Data Extract.xlsx'!Clients!\$B:\$B, NOT FOUND)'. At the bottom are 'Yes' and 'No' buttons, with 'Yes' highlighted with a yellow box.

9. Cell B3 will populate on the Client List Report with the results. Click the small green button on the lower righthand corner of the cell to drop the formula down the whole column.

The screenshot shows the 'Client List Report' sheet in Microsoft Excel. The formula =XLOOKUP(A1, '0. Master Clean-up Data Extract.xlsx'!Clients!\$A:\$C, '0. Master Clean-up Data Extract.xlsx'!Clients!\$B:\$B, NOT FOUND) is entered in cell B3. The formula is highlighted with a green box. A red circle highlights the small green button in the bottom right corner of the cell, indicating where to click to copy the formula down the column.

The XLOOKUP is complete. Please continue through the guide.

- Select row two of the Client List Report and select Sort & Filter under the Editing section of the Home tab - choose Filter

The screenshot shows a Microsoft Excel spreadsheet titled "Client List Report 11.11.24 + Saved". The "Home" tab is selected in the ribbon. In the top right corner of the ribbon, there is a "Sort & Filter" button with a dropdown arrow, which is circled in red.

- The second row (column headers) should now have dropdowns.

The screenshot shows the same Excel spreadsheet. The second row, which contains the column headers, now has small dropdown arrows pointing down to the right of each header cell (B2, C2, D2, E2, F2, G2, H2, I2). This indicates that the "Filter" option was applied to those specific cells.

- Choose the Is on Data Extract? dropdown and deselect NOT FOUND (Client List Report) & Click Ok

The screenshot shows the "Client List Report" spreadsheet again. The "Is on Data Extract?" dropdown menu is open over the second row. The "NOT FOUND" option is highlighted with a yellow background and a red border, indicating it is being deselected. Other options like "Sort A to Z" and "Sort Z to A" are also visible in the menu.

Now, each of the groups on the Client List Report should match in columns B and C. You are ready to pull a pivot table to check the group count of the Client List Report against the Master Clean-up Data Extract.

The screenshot shows the "Client List Report" spreadsheet. Rows 47 and 104 are highlighted with yellow backgrounds. A red double-headed arrow is placed between the "AccountName" column (B) and the "Is on Data Extract?" column (C), indicating a comparison or relationship between these two columns across the highlighted rows.

Step 3: Verify Group Counts Using Pivot Table (Client List Report) - Missing Groups

- Highlight all of column C (AccountName) and copy and paste it onto a new sheet tab within the spreadsheet
Note: Once pasted into the new sheet, you may have to do some formatting to get the lines to show neatly

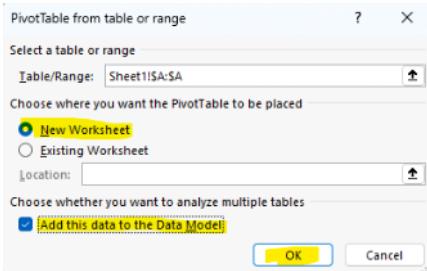
LookupCode	Is on Data Extract?	AccountName
ABOALL-07	Above All Air Conditioning and Heating, Inc.	Above All Air Conditioning and Heating, Inc.
ACEHARD-01	Ace Handiman Hardware of Cocoa Beach, Inc.	Ace Handiman Hardware of Cocoa Beach, Inc.
ACTSEC-01	Active Security Co.	Active Security Co.
ADVAGAS-01	Advanced Gastroenterology Of Naples dba Pain Management Center Of Naples	Advanced Gastroenterology Of Naples dba Pain Management Center Of Naples
ADVAMED-02	Advanced Medical Services, LLC dba Promethia Health	Advanced Medical Services, LLC dba Promethia Health
AEROELE-01	Aero Electronics Systems, Inc.	Aero Electronics Systems, Inc.
ALDOPUL-01	Aldor Pulmonary LLC dba Lyracore Health Alliance	Aldor Pulmonary LLC dba Lyracore Health Alliance
ALLCOUN-02	All County Property Management Franchise Corp	All County Property Management Franchise Corp
AMERBRO-03	American Bronze Foundation	American Bronze Foundry, Inc.
ANCHCR-01	Anchor Certified Planners Group	Anchor Certified Planners Group
AQUAHOL-01	AquaFi Holdings, LLC	AquaFi Holdings, LLC
ARCHITHU01	Humphrey Rosal Architects, Ala, Pa	Humphrey Rosal Architects, Ala, Pa
ARCHUNL-01	Architects Unlimited	Architects Unlimited
ATLACEN-01	Atlantic Central Enterprises, Inc.	Atlantic Central Enterprises, Inc.
BAYPEDI-02	Bay Pediatric Cardiology	Bay Pediatric Cardiology
BESTPES-02	Best Pest Control	Best Pest Control
BREVINS-01	Brevard Insurance & Marketing	Brevard Insurance & Marketing
BREVILUM-01	Brevard Lumber Company	Brevard Lumber Company

LookupCode	Is on Data Extract?	AccountName
ABOALL-07	Above All Air Conditioning and Heating, Inc.	Above All Air Conditioning and Heating, Inc.
ACEHARD-01	Ace Handiman Hardware of Cocoa Beach, Inc.	Ace Handiman Hardware of Cocoa Beach, Inc.
ACTSEC-01	Active Security Co.	Active Security Co.
ADVAGAS-01	Advanced Gastroenterology Of Naples dba Pain Management Center Of Naples	Advanced Gastroenterology Of Naples dba Pain Management Center Of Naples
ADVAMED-02	Advanced Medical Services, LLC dba Promethia Health	Advanced Medical Services, LLC dba Promethia Health
AEROELE-01	Aero Electronics Systems, Inc.	Aero Electronics Systems, Inc.
ALDOPUL-01	Aldor Pulmonary LLC dba Lyracore Health Alliance	Aldor Pulmonary LLC dba Lyracore Health Alliance
ALLCOUN-02	All County Property Management Franchise Corp	All County Property Management Franchise Corp
AMERBRO-03	American Bronze Foundation	American Bronze Foundry, Inc.
ANCHCR-01	Anchor Certified Planners Group	Anchor Certified Planners Group
AQUAHOL-01	AquaFi Holdings, LLC	AquaFi Holdings, LLC
ARCHITHU01	Humphrey Rosal Architects, Ala, Pa	Humphrey Rosal Architects, Ala, Pa
ARCHUNL-01	Architects Unlimited	Architects Unlimited
ATLACEN-01	Atlantic Central Enterprises, Inc.	Atlantic Central Enterprises, Inc.
BAYPEDI-02	Bay Pediatric Cardiology	Bay Pediatric Cardiology
BESTPES-02	Best Pest Control	Best Pest Control
BREVINS-01	Brevard Insurance & Marketing	Brevard Insurance & Marketing
BREVILUM-01	Brevard Lumber Company	Brevard Lumber Company
BRWDWFB-01	Brevard Workforce Development Board, Inc.	Brevard Workforce Development Board, Inc.
BRUNS-01	Brun's, Inc. General Contractors	Brun's, Inc. General Contractors
BURGESS-01	Burgess Chambers & Associates, Inc.	Burgess Chambers & Associates, Inc.
CAPITOL-01	Capital Office Furniture	Capital Office Furniture
CENTFLA-01	Central Florida Gaming Lic	Central Florida Gaming Lic
CENTFLD-01	Central Florida Underground, Inc	Central Florida Underground, Inc
CENTERLINE-01	Centerline Tool & Engineering	Centerline Tool & Engineering
CHFTS-01	Chief Tech Service	Chief Tech Service
CHRSTPHR-01	Christopher Stills Studio of Fine Painting	Christopher Stills Studio of Fine Painting
CALCORP-01	CAL Corp dba Cesar Lara, MD Weight Management	CAL Corp dba Cesar Lara, MD Weight Management
CLEARWATER-01	Clearwater Radiation Oncology	Clearwater Radiation Oncology
CMD-01	CMD Software	CMD Software
COALITN-01	Coalition for the Homeless of Pasco County, Inc.	Coalition for the Homeless of Pasco County, Inc.
COHENVET-01	Cohen Veterinary Center	Cohen Veterinary Center
CORNELISON-01	Cornelison Engineering & Design	Cornelison Engineering & Design
CURRENTB-01	Current Builders Construction Services, Inc.	Current Builders Construction Services, Inc.
CURRENTC-01	Current Builders Construction Services, Inc.	Current Builders Construction Services, Inc.
DIGESTIVE-01	Digestive Care P.L. aka Arif M. Qazi M.D.	Digestive Care P.L. aka Arif M. Qazi M.D.
DIGESTIVED-01	Digestive Disease Associates of Central Florida P.A.	Digestive Disease Associates of Central Florida P.A.
DOCTORS-01	Doctor's Pain Management Group	Doctor's Pain Management Group
DOGWOOD-01	Dogwood Animal Clinic dba Nathaniel L. Hiltzinger, DVM LLC	Dogwood Animal Clinic dba Nathaniel L. Hiltzinger, DVM LLC
DONALD-01	Donald B Morris MD PA	Donald B Morris MD PA
ORDII-01	ORD II Management, LLC	ORD II Management, LLC
ORDII-02	ORD II Management, LLC	ORD II Management, LLC
ORDII-03	ORD II Management, LLC	ORD II Management, LLC

- Select all of column A in the new sheet and navigate to the Insert tab. Select Pivot table; in the dropdown, select From Table/Range

The screenshot shows a Microsoft Excel interface with a PivotTable being created from the range A1:A9. The PivotTable Fields dialog is open, showing 'AccountName' under 'Range'. The 'Rows' section of the PivotTable Fields list shows 'AccountName'.

- Select New Worksheet & Add this data to the Data Model checkbox - Click Ok



The new sheet will generate, and now the PivotTable must be built out. The PivotTable Fields list will appear automatically on the righthand side of the screen.

- Drag AccountName into the Rows section of the Fields list

The screenshot shows the PivotTable Fields dialog box. The 'Rows' section is expanded, showing 'AccountName' under 'Range'. The 'Values' section is empty.

The groups will now appear once per account. To determine the number of total groups on the Client List Report, highlight from the first account name to the last account name and read the count in the bottom righthand corner.

At this point, you may need to do some research in EPIC and further XLOOKUP comparison to the Master Clean-up Data Extract to determine if groups are missing (i.e., the Client List Report group count is less than the Master Clean-up Data Extract group count, plus any additional groups that you account for).

Document any research that you do in your audit notes.

Example:

MISSING GROUPS - Client List Report

134 groups appear on the Client List Report from an XLOOKUP between the Master Clean-up Data Extract and the Client List Report.

The three missing groups:

Artesian Pools, Inc. - no active policies so not on report
Fischer Nissan - no active policies so not on report
Sustaining Interiors - no active policies so not on report

Therefore, all 137 groups are accounted for.

Step 4: Identify Extra Groups Using Filtering (Client List Report)

- Add filter to the header row of the Client List Report by selecting Sort & Filter under the dropdown on the Home tab

LookupCode	Is on Data Extract?	AccountName	Address1	Address2	City	StateCode	RegionProvince	ZipCode
ABOVAL-07	Above All Air Conditioning and Heating, Inc.	Above All Air Conditioning and Heating, Inc.	1501 Cobble Lane		Mount Dora	FL		32757
ACEHARD-01	Ace Handiman Hardware of Cocoa Beach, Inc.	Ace Handiman Hardware of Cocoa Beach, Inc.	705 N Atlantic Ave		Cocoa Beach	FL		32931
ACTISEC-01	Active Security Co.	Active Security Co.	4900 Seminole Rd		Saint Petersburg	FL		33708
ADVAGAS-01	Advanced Gastroenterology Of Naples dba Pain Management Center Of Naples	Advanced Gastroenterology Of Naples dba Pain Management Center Of Naples	3439 Pine Ridge Road		Naples	FL		34109

- Filter cell B3 (**Is on Data Extract?**) to show the NOT FOUND groups only on the Client List Report

LookupCode	Is on Data Extract?	AccountName	Address1
ABOVAL-07	Z ↓ Sort A to Z	Above All Air Conditioning and Heating, Inc.	1501
ACEHARD-01	Z ↓ Sort Z to A	Ace Handiman Hardware of Cocoa Beach, Inc.	705
ACTISEC-01	Sort by Color	Active Security Co.	4900
ADVAGAS-01	Sheet View	Advanced Gastroenterology Of Naples dba Pain Management Center Of Naples	3439
ADVAMED-02		Advanced Medical Services, LLC dba Promethia Health	2999
AEROLEE-01		Aero Electronics Systems, Inc.	411
ALDOPUL-01		Aldor Pulmonary LLC dba Lyracore Health Alliance	602
ALLCOUN-02		All County Property Management Franchise Corp	5922
AMERBRO-03		American Bronze Foundry, Inc.	1650
ANCHCR-01		Anchor Certified Planners Group	1395
AQUAHOL-01		AquaFi Holdings, LLC	2633
ARCHITHU01		Humphrey Rosal Architects, Alia, Pa	3200

- Filter the Name column to the name(s) of your ADS AM assigned to work in the Platform. (Example: SE EB Wave 1, Rae Carter)

All groups listed here are extra groups which have your ADS Account Manager as the servicer even though it's not scheduled for transfer to ADS. These groups should be brought to the attention of the REA for the Platform to have the group re-assigned.

Step 5: Audit Analysis - Key Fields

The purpose of the audit analysis is to review key fields and track completion.

Using the **Master Clean-up Data Extract** file and the **Client List Report**, you will check each set of key fields using the function XLOOKUP.

As fields are resolved over the weeks, highlight the yellow fields in green on the Master Clean-up Data Extract.

- SIC Code
 - SIC Description
 - NAICS Code
 - FEIN
 - Phone Number
 - Contact Name
 - Email Address
 - Account Manager
 - Address (Street, City, Zip)

Assuming this is your first week, it's time to get a count of the yellow fields per key field. For example, if you have 20 yellow fields (missing or incomplete) in the SIC code section of the [Master Clean-up Data Extract](#), this is what will be your denominator in the Percent Completed column below.

We know that if we have 20 missing or incomplete SIC codes, we'll also have 20 missing SIC Descriptions.

Go down the list of key fields until you have an overall count of the yellow fields for each section and the Percent Completed column of the table is completed like so:

Field	Percent Completed	Change from Last Week
SIC Code	X / 20 (X%)	
SIC Description	X / 20 (X%)	
NAICS Code	X / 14 (X%)	
FEIN	X / 5 (X%)	
Phone Number	X / 30 (X%)	
Contact Name	X / 10 (X%)	
Email Address	X / 4 (X%)	
Account Manager	X / 5 - this is likely already at 100%	N/A if already at 100%
• Address	• Address (X / 6) (X%) - overall for the below	
◦ Street	◦ Street (X / 2) (X%)	
◦ City	◦ City (X / 2) (X%)	
◦ Zip	◦ Zip (X / 2) (X%)	

- Perform XLOOKUP to compare the key fields on the Client List Report to the key fields on the Master Clean-up Data Extract.

1. Locate the SIC code column in the [Client List Report](#). Insert a column to the left of the SIC code column.

Name	TypeOfBusiness	NumberEmployees	NumberEligible	PhoneNumber	FullName	BusinessName	FEIN	NAICSCode	SICCode
Rae Carter	Benefits	11	8	7726217050	Michael Jenkins	mjenkins@aboveallbc.com	472287807	238220	1711
Rae Carter	Benefits	43	33	5216931055	Charity Lopeman	acehardware11011@otmail.com	591712675	444140	5251
Rae Carter	Benefits	8	7	7273919058	Kae Yauclier	kae@activesecurityco.com	238210		8011
Rae Carter	Benefits	13	13	2395939599	Prathima Moorthy	prathimamoorthy@yahoo.com	521111		5047
Rae Carter	Benefits	10	9	7272876300	Virginia Long	vlong@amsemail.com	621706721		535909
Rae Carter	Benefits			5212690478	Aero Electronics Systems, Inc.	Aero Electronics Systems, Inc.	521111		62111
Rae Carter	Benefits	9	7	6138530500	Dora Furman	DFurman@lyracore.com	592199700		8011
Rae Carter	Benefits	6	6	7275412578	Corinne Neuhaus	corinne@allcountyprop.com	531312		5446
Rae Carter	Benefits	13	12	4073288090	American Bronze Foundation	none@none.com	541707289	711510	6742
Rae Carter	Benefits	8	7	5866157526	Karrie Harman	KARRIEHARMAN@AOL.COM	592893347		1711
Rae Carter	Benefits	3	3	3212999888	Joe Kubisch	joe@theaquafii.com	238210		6712
Rae Carter	Benefits	6	6	2392634201	Humphrey Rosel	dhumphrey@humphreyrosel.com	533180590		5399
Rae Carter	Benefits			2394303005	Architects AIA, Pa	shruby@architectsunited.com			
Rae Carter	Benefits	22	20	5862556227	Architects Unlimited	Architects Unlimited	532		
Rae Carter	Benefits	3	3	8138741662	Meena Ballal	mbukki@gmail.com	593697354		
Rae Carter	Benefits	10	9	5055555555	Best Pest Control	Atlantic Central Enterprises, Inc.			
Rae Carter	Benefits	12	11	Brevard Insurance & Marketing	Bay Pediatric Cardiology				
Rae Carter	Benefits	13	12	5212673831	Brevard Lumber Company	Best Pest Control			
					Brevard Lumber Company	Brevard Lumber Company	423310		5211

2. Label the column: *SIC Code?*

Name	TypeOfBusiness	NumberEmployees	NumberEligible	PhoneNumber	FullName	BusinessName	FEIN	NAICSCode	SIC Code?
Rae Carter	Benefits	11	8	7726217050	Michael Jenkins	mjenkins@aboveallbc.com	472287807	238220	1711
Rae Carter	Benefits	43	33	5216931055	Charity Lopeman	acehardware11011@otmail.com	591712675	444140	5251

3. Navigate to the Formulas tab on the Excel ribbon and select Insert Function in the first cell under the *SIC Code?* header. Select XLOOKUP and click Ok.

Name	TypeOfBusiness	NumberEmployees	NumberEligible	PhoneNumber	FullName	BusinessName	FEIN	NAICSCode	SIC Code?
Rae Carter	Benefits	11	8	7726217050	Michael Jenkins	mjenkins@aboveallbc.com	472287807	238220	1711
Rae Carter	Benefits	43	33	5216931055	Charity Lopeman	acehardware11011@otmail.com	591712675	444140	5251
Rae Carter	Benefits	8	7	7273919058	Kae Yauclier	kae@activesecurityco.com	238210		8011
Rae Carter	Benefits	13	13	2395939599	Prathima Moorthy	prathimamoorthy@yahoo.com	521111		5047
Rae Carter	Benefits	10	9	7272876300	Virginia Long	vlong@amsemail.com	621706721		535909
Rae Carter	Benefits			5212690478	Aero Electronics Systems, Inc.	Aero Electronics Systems, Inc.	521111		62111
Rae Carter	Benefits	9	7	6138530500	Dora Furman	DFurman@lyracore.com	592199700		8011

4. For Lookup_value, select all of column A (Lookup Code) on the Client List Report.

5. For Lookup_array, select the entire column with the Lookup code in the [Clients](#) tab of the [Master Clean-up Data Extract](#).

Note: Be sure to use the [Clients](#) tab instead of the Policies tab as ultimately you will need to pull the key fields information from the [Clients](#) tab and the XLOOKUP can only pull the Lookup_array and Return_array from the same tab source.

6. For Return_array, select the entire column with the SIC code in the [Clients](#) tab of the [Master Clean-up Data Extract](#).

0. Master Clean-up Data Extract • Last Modified: Tue at 12:24 PM

B1

NameOf	J	K	L	M	N	O	P	Q	R
Above All Air Conditioning and	7726217050		FaxNum#	CdSICo	SICSector	Function Arguments			
Ace Handiman Hardware of Co	3216931055			1711	Special Trade Contractors	Lookup_value	A:A	= "ABOULL-07"	
Active Security Co.	7273919058	7273930223				Lookup_array	ict.xlsx Clients!\$AC:\$AC	= ["LookupCode";"ABOULL-07";"ACE...]	
Advanced Gastroenterology Of	2395939599	2395934099	8011		Health Services	Return_array	xtract.xlsx Clients!\$M:\$M	= ["CdSICode";"1711";" ";	
Advanced Medical Services, LL	7272876300	7272876305	5017		Wholesale Trade-Durable Goods	If_not_found		= any	
Aero Electronics Systems, Inc.						Match_mode		= number	
Aldor Pulmonary LLC dba Lyra	7275412578	7273029675	8011		Health Services			= 1711	
All County Property Management	4073288090	4073287010							
Anchor Certified Planners Grok	893347	3866157526	3866722830	8742	Engineering & Management Services				
AquaFi Holdings, LLC	3212999898				Special Trade Contractors				
Architects Unlimited	180596	2394303005			Engineering & Management Services				
Atlantic Central Enterprises, In	3862556227				Primary Metal Industries				
Bay Pediatric Cardiology									
Best Pest Control									
BMG Latin America, Inc.	8139079314								
Brevard Insurance & Marketing									
Brevard Lumber Company	3212673831	3212673938							
Brevard Workforce Developme									
Bruns, Inc. General Contractor									
Burgess Chambers & Associa	878619	4076440111	4076440694	6282	Security and Commodity Brokers				
CAL Corp dba Cesar Lara, MD V	7274463021			6011	Health Services				
Capital Office Furniture	4074476453								
Centerline Tool & Engineering	9417495519								
Central Florida Gaming Llc	241595	3523472273							
Central Florida Underground, I	4072609000								
Chef Tech Service	2397472433								
Christopher Stills Studio of Fin	7279424513								
Clearwater Radiation Oncolog									
CM2 Software	8133223952			6011	Health Services				
Coalition for the Homeless of F	7278426605	7272640451							
Cohen Veterinary Center	3865320999								
Cornellison Engineering & Desi									
Current Builders Construction	9549774211	9549774273							
Digestive Care P.L. aka Arif M.	8011								
Digestive Disease Associates o	8139944800			8011	Health Services				
					Health Services				

Function Arguments

XLOOKUP

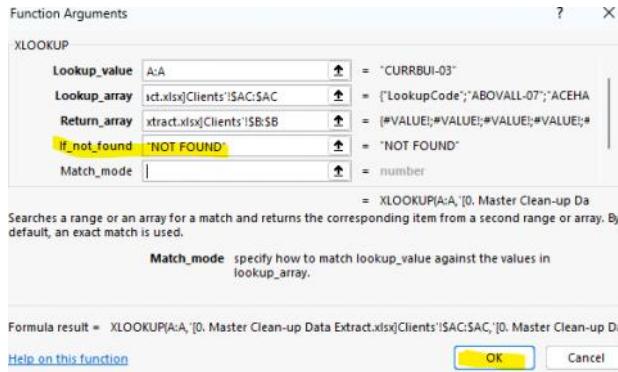
Lookup_value: A:A = "ABOULL-07"
Lookup_array: ict.xlsx|Clients!\$AC:\$AC = ["LookupCode";"ABOULL-07";"ACE..."]
Return_array: xtract.xlsx|Clients!\$M:\$M = ["CdSICode";"1711";" "];
If_not_found: NOT FOUND
Match_mode: number

Formula result = XLOOKUP(A:A, [0. Master Clean-up Da

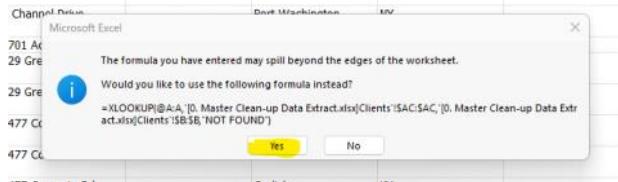
Help on this function

OK Cancel

7. For If_not_found, type NOT FOUND, then click Ok



8. If this pop-up appears: Click Yes



9. The first cell under SIC Code? column in the Client List Report will populate with the results. Click the small green button on the lower righthand corner of the cell to drop the formula down the whole column.

CSCode	SIC Code?	SICCode
220	1711	
140		5251
210		
111		8011

The XLOOKUP is complete. **Note:** You should see a mixture of filled cells, blank cells, zeroed out cells, and NOT FOUND cells.

The next steps will include identifying which fields have been resolved.

- Check each cell going down the row in both SIC columns - what you are looking for is the *SIC Code?* column cell to be blank and the *SICCode* column cell to be populated.

The reason why we are looking for this scenario is because the *SIC Code?* column data is pulled from the original **Master Clean-up Data Extract**. If the *SIC Code?* cell is blank, this means there was no data on the **Master Clean-up Data Extract** for that field and it is missing/incomplete, and will likely already be marked yellow on your clean-up file.

If the *SICCode* cell is populated next to a blank *SIC Code?* cell, this means that the ADS AM has since filled in the information in EPIC and the field is now resolved.

Example:

In this scenario, the group Ace Hardware of Cocoa Beach (Column Q) has a blank *SIC Code?* cell and a populated *SICCode* cell.

Therefore, this means that the group Ace Hardware of Cocoa Beach was missing an SIC code on the **Master Clean-up Data Extract** (original source of truth for auditing), and the ADS AM has now populated it with the code 5251 in EPIC according to this most recent **Client List Report**. It has been resolved.

PhoneNumber	FullName	BusinessName	FEIN	NAICSCode	SIC Code?	SICCode
7726217050	Michael Jenkins	mjenkins@aboveallacc.com	Above All Air Conditioning and Heating, Inc.	472287807	238220	1711 1711
5216931055	Charity Lopeman	acehardware11011@outlook.com	Ace Hardware of Cocoa Beach	591712675	444140	5251
7273919058	Koe Youcher	kae@activesecurityco.com	Active Security Co.	538210		
2395939599	Prathima Moorthy	prathimamoorthy@yahoo.com	Advanced Gastroenterology Of Naples	621111		8011 8011

- Go to the **Master Clean-up Data Extract** file and check that the field is yellow (should already be noted). Update the field from yellow to green to show it as resolved.

NameOf	Address1	Address2	City	Zip	fein	Phone	FaxNumt	SICCode	SICSector
Above All Air Conditioning and 1SE	25E	1501 Cobble Lane	Mount Dora	32757	7726217050	1711		23	
Ace Hardware Hardware of 1SE	25E	705 N Atlantic Ave	Cocoa Beach	32931	3216931055			5251	444140
Active Security Co.	1SE	4900 Seminole Rd	Saint Petersburg	33708				23	

NameOf	Address1	Address2	City	Zip	fein	Phone	FaxNumt	SICCode	SICSector
Above All Air Conditioning and 1SE	25E	1501 Cobble Lane	Mount Dora	32757	7726217050	1711		23	
Ace Hardware Hardware of 1SE	25E	705 N Atlantic Ave	Cocoa Beach	32931	3216931055			5251	444140
Active Security Co.	1SE	4900 Seminole Rd	Saint Petersburg	33708				23	

- Continue to review down the SIC columns for this scenario on the Client List Report. Every time you find a blank *SIC Code?* cell and a populated *SICCode* cell together, complete the yellow to green resolution process on the **Master Clean-up Data Extract**.
- After you finish your review of the entire column, you can delete the *SIC Code?* column that you added. You will no longer need this column and it will keep your **Client List Report** clean while you audit.
- Rinse and repeat this process for each of the key fields. Click [here](#) to start back at the beginning of this subprocess.

Note: You can skip SIC Description as it will always be the same number/percentage as the SIC Code.

Step 6: Audit Analysis - Dummy Data (Phone Number/Contact Name)

The purpose of this audit analysis is to look for any fields with placeholder or dummy data, such as phone numbers that don't correspond to valid entries (ex. 555-555-5555) or contact names that have business names instead of a person's name. Flag these for correction.

- Locate the *PhoneNumber* column on the **Client List Report**. The header row should already be filtered from the steps above, but if not, re-apply the filter setting (under Sort & Filter) to the header row.

	J	K	L	M	N
1	Name	TypeOfBusiness	NumberEmployees	NumberEligible	PhoneNumber
2	Rae Carter	Benefits	11	8	7726217050
3	Rae Carter	Benefits	43	33	3216931055
4	Rae Carter	Benefits	8	7	7273919058
5	Rae Carter	Benefits	13	13	2395939599
6	Rae Carter	Benefits	10	9	7272876300
7	Rae Carter	Benefits			3212690478
8	Rae Carter	Benefits	9	7	8138530500
9	Rae Carter	Benefits	6	6	7275412578
10	Rae Carter	Benefits	13	12	4073288090
11	Rae Carter	Benefits	8	7	3866157526
12	Rae Carter	Benefits	3	3	3212999888
13	Rae Carter	Benefits	6	6	2392634201
14	Rae Carter	Benefits	22	20	3862556227
15	Rae Carter	Benefits	3	3	8138741662
16	Rae Carter	Benefits	10	9	5555555555
17	Rae Carter	Benefits	12	11	7272876300
18	Rae Carter	Benefits	13	12	3212673831

- Open the filter dropdown on the PhoneNumber column. Review each phone number and look for numbers that stand out as dummy data (ex. 999-999-9999).

	J	K	L	M	N
1	Name	TypeOfBusiness	NumberEmployees	NumberEligible	PhoneNumber
2	Rae Carter	Benefits	11	8	7726217050
3	Rae Carter	Benefits	43	33	3216931055
4	Rae Carter	Benefits	8	7	7273919058
5	Rae Carter	Benefits	13	13	2395939599
6	Rae Carter	Benefits	10	9	7272876300
7	Rae Carter	Benefits			3212690478
8	Rae Carter	Benefits	9	7	8138530500
9	Rae Carter	Benefits	6	6	7275412578
10	Rae Carter	Benefits	13	12	4073288090
11	Rae Carter	Benefits	8	7	3866157526
12	Rae Carter	Benefits	3	3	3212999888
13	Rae Carter	Benefits	6	6	2392634201
14	Rae Carter	Benefits	22	20	3862556227
15	Rae Carter	Benefits	3	3	8138741662
16	Rae Carter	Benefits	10	9	5555555555
17	Rae Carter	Benefits	12	11	7272876300
18	Rae Carter	Benefits	13	12	3212673831

- Deselect all phone numbers and select only the phone numbers with dummy data. Click Ok. Your Client List Report will filter down to only the groups with the dummy data in for phone numbers.

Business	NumberEmployees	NumberEligible	PhoneNumber	FullName	BusinessName
10	9	8	5555555555	Best Pest Control	Best Pest Control
8	8	8	5555555555	Amanda Carpenter	Brunswick General Contractors
5	5	5	5555555555	Florida Municipal Elect	Florida Municipal Elect
5	5	5	5555555555	Symmonds & McKnight PA, CPAs	Symmonds & McKnight PA, CPAs

You now have a record of all the groups with dummy phone numbers in. Record this in your auditing notes.

Undo the filter on the Phone Numbers tab by Selecting All to re-open all data.

- Locate the Contact Name column on the Client List Report.

Business	NumberEmployees	NumberEligible	PhoneNumber	FullName	BusinessName
11	8	7	7726217050	Michael Jenkins	mjenkins@om
43	33	33	5216931055	Charity Lopeman	achardiva@mail.com
8	7	7	5273919058	Kae Yauchler	kae@activem
13	13	13	5395939599	Prathima Moorthy	prathimamoo.com
10	9	9	5272876300	Virginia Long	vlong@am
			5212690478	Aero Electronics Systems, Inc.	
9	7	7	5138530500	Dora Furman	DFurman@am
6	6	6	5275412578	Corine Neutheus	corine@alkom
13	12	12	4073288090	American Bronze Foundation	none@non
8	7	7	5866157526	Karrie Harmon	KARRIEHAF.COM
3	3	3	5212999898	Joe Kulisch	joe@theaq
6	6	6	5292634201	Humphrey Rosal Architects Aia, Pa	dhumphreyrosal.com
			5294303005	Architects Unlimited	shrubby@armitied.com
22	20	20	5862556227	Patrice Traulsen	ace-ptb@cfcl
3	3	3	5138741662	Meena Balal	mbukki@gr
10	9	9	5555555555	Best Pest Control	
12	11	11	5212673831	Brevard Insurance & Marketing	
				Brevard Lumber Company	
					tanya@brc.com

- Open the filter dropdown on the Contact Name column. Review each contact name and look for contact names that stand out as dummy data (ex. is the business name).

The screenshot shows a Microsoft Excel spreadsheet with columns labeled L, M, N, O, P, Q. The 'O' column is titled 'FullName'. A context menu is open over the 'FullName' header, with the 'Text Filters' option selected. A filter dialog box is displayed, listing several contact names with checkboxes. Some names have their checkboxes checked, such as 'Aero Electronics Systems, Inc.', 'American Bronze Foundation', 'Architects Unlimited', and 'Best Pest Control'. The 'OK' button at the bottom of the dialog is highlighted.

- Deselect all contact names and select only the contact names with dummy data. Click Ok. Your [Client List Report](#) will filter down to only the groups with the dummy data in for contact names.

Example:

The contact person for the group Aero Electronics Systems, Inc. is showing as Aero Electronics Systems, Inc. instead of an actual person's name.

The screenshot shows a Microsoft Excel spreadsheet with columns labeled L, M, N, O, P, Q. The 'O' column is titled 'BusinessName'. The first few rows show 'Aero Electronics Systems, Inc.' and 'American Bronze Foundation'. The 'BusinessName' column for many other entries is also 'Aero Electronics Systems, Inc.'. The 'Client List Report' tab is selected at the bottom.

You now have a record of all the groups with dummy contact names in. Record this in your auditing notes.

Undo the filter on the Contact Name tab by Selecting All to re-open all data.

The audit process is now complete. You are ready to move on to [crafting the biweekly status update email](#) to the ADS AM.

Page Last Updated/Reviewed: 02/11/2025

Crafting Biweekly Status Update Email to AM - Data Clean-up

Tuesday, December 3, 2024 11:34 PM

Now that you've completed the audit, it's time to craft the biweekly status update email to the ADS AM(s) using the template attached below.



Biweekly
Status Up...

- Use your audit notes to fill in the table within the email template, or just copy and paste the completed table from your audit notes into the email over the blank table.
- Add in the dummy phone numbers data to the bottom of the email in the designated section as this is usually a shorter list.
- Consider creating an Excel spreadsheet for the dummy contact names if it is a long list and attaching it to the email as a document. Label it under the action item section to keep the email concise, especially since longer lists are best avoided in the email body.

Customize the template as you see fit for your project.

[Page Last Updated/Reviewed:](#) 01/24/2025