**RECEIPT ENTRY**

**PROGRAM ID** PRG\_FIN\_RECPT\_ISSUE

**PROGRAM BRIEF DESC:**  This program is to produce Receipts for cash/cheques received. The program accepts the data relating to the receipts. It should be able call the program that prints the receipts at end of entry if required.

**TABLES**

**Input:**  Premium/Allocation Table TBFN\_ALLOC\_DETAIL

Chart of Account Table TBFN\_ACCT\_CODES

Currency Code Data TBIL\_LIFE\_CODES

Proposal/Policy Personal Information TBIL\_POLICY\_PREM\_INFO

Policy Premium Details TBIL\_POLICY\_DET

**Input/output**

Account system Number Table TBIL\_ACCT\_SYS\_GEN\_NUMB

G/Leger Receipt Table TBFN\_RECPT\_FILE

**PROCESSING**

**Display Screen Labels**

Company Code TBFN\_ACCT\_TRANS\_COMP

(company code accepted during operator login)

Batch No TBFN\_ACCT\_BATCH\_NO (Processing Date)

Serial No TBFN\_ACCT\_SER\_NO (System generated)

Transaction Type ‘R’ (Receipt) TBFN\_ACCT\_TRANS\_TYP

Temporary Receipt No TBFN\_ACCT\_TEMP\_TRANS\_NO

Temporary Receipt No Issued in Branches

Effective Date of Receipt TBFN\_ACCT\_DOC\_DATE

Date the receipt entered bank a/c

Receipt Entry Date TBFN\_ACCT\_ENTRY\_DATE

Date receipt entered (Today‘s date)

Receipt Mode TBFN\_ACCT\_TRANS\_

Receipt Type. TBFN\_ACCT\_RECP\_TYP

Receipt Rep. No TBFN\_ACCT\_REF\_NO

( Proposal or Policy No for the Premium)

Currency Type TBFN\_ACCT\_CURRCY\_TYPE

Receipt Number TBFN\_ACCT\_DOC\_NO

Teller No TBFN\_ACCT\_CHQ\_TELLER\_NO

Cheque No TBFN\_ACCT\_CHQ\_INWARD\_NO

Cheque Date TBFN\_ACCT\_CHQ\_INWARD\_DATE

Payee Name TBFN\_ACCT\_PAYEE\_NAME

Transaction Desc 1 TBFN\_ACCT\_TRANS\_DESC1

Transaction Desc 2 TBFN\_ACCT\_TRANS\_DESC2

Branch Code TBFN\_ACCT\_BRANCH\_CD

Bank GL Code TBFN\_ACCT\_BANK\_CD

Receipt Amount TBFN\_ACCT\_AMT\_LC

Agent Code TBFN\_ACCT\_AGENT\_CODE

Insured Code TBFN\_ACCT\_INS\_CODE

Commission Application TBFN\_ACCT\_COMM\_YN

Policy regular Contribution TBFN\_ACCT\_POLY\_CONTRIB

Policy Mode of Payment TBFN\_ACCT\_POLY\_MOP

Main Acct to Debit TBFN\_ACCT\_DR\_MAIN

Sub Acct to Debit TBFN\_ACCT\_DR\_SUB

Main Acct to Credit TBFN\_ACCT\_CR\_MAIN

Sub Acct to Credit TBFN\_ACCT\_CR\_SUB

**ACCEPT DATA**

There should be option for

* Add Record
* Change record
* Delete record.

To change or delete a record, use the Receipt Number (TBFN\_ACCT\_DOC\_NO) to read the existing Record.

**Data for New Record or change should be accepted as follows**:

Company Code: Use the company code with which the operator logged in

Batch no: Use the month of processing yy mm.

Serial No: To be system generated, Serial number in respect of Receipts for each batch (month) to start from 0001 and increment till the end of month (New Batch).

Transaction Type: Move ‘R’ to field

Temporary Receipt No: Accept the receipt number. This is required when a temporary receipt has been issued in branches.

Effective Date of Receipt: Accept date. This is the date the payment is effected in company account.

Receipt Entry Date: This is the date receipt is being entered.(Default to today’s date)

Receipt Mode: Drop Down

C – Cash Q – Cheque

D – Direct Payment to bank

T – Teller

Receipt Type: Type of receipt. Drop Down

D – Premium Deposit P – Regular Premium

F – FAC C – Co. Insurance

L – Lease, X – Cheque exchange

V – Dividend R – Refund

Y – Claim Recovery. I – Interest received

T – Investment Income S – Share sale

G – Salvage. O – Others.

Receipt Ref.No**:** This is the Proposal or Policy number. It is required for Premium Payments.ie If Receipt type = ‘D’or ‘P’

If ‘D’ accept Proposal Number

If ‘P’ accept Policy Number.

Validate the Proposal No or Policy Number again the Policy file (TBIL\_POLICY\_DET)

To ensure it is valid. Display the Insured name to ensure the payment is given to right Policy.

Currency Type: Read the codes Table (TBIL\_LIFE\_CODES) Category = L02 and cod class ‘017’ to get a list of all currencies. Pick the required currency.

Receipt Number: To be system generated at end of entry.

Teller No: Accept the teller number.

Cheque No: Accept the cheque No.

Cheque Date: Accept the date on cheque

Payee Name: Accept the name of the person making the payment.

Transaction Desc 1: Accept Transaction description

Transaction Desc 2: Accept Transaction description

If Receipt Type = ‘P’ move period for which premium is being paid to Transaction Desc2

in the format “Premium from x------------x- to x----------x

In order to know the period, the calculation should be done as per

PERMIUM DATE CALCULATE at end of this specification. To be done before

generating Receipt number.

Insured Code: Applicable for Receipt Type (Premium Deposit ‘D’ or Regular Premium ‘P’)

Move TBIL\_POLY\_ASSRD\_CD from proposal/policy personal information.

Commission applicable: Y/N: Accept if commission is applicable. Required for Receipt Type ‘D’ or ‘P’.

Policy Regular Contribution: This is applicable for receipt Type ‘P’ use Policy number to

read the Policy Premium Details ( TBIL\_POLICY\_PREM\_DETAILS) Move TBIL\_POL\_PRM\_DTL\_MOP\_PRM\_LC

Policy Mode of Payment**:** Pick the mode of payment from the Policy file Premium

Information (TBIL\_POLICY\_PREM\_INFO). This is only required for Receipt type ‘P’ use

the policy number to access the Policy premium information Table.

Pick the mode of payment code. TBIL\_POL\_PREM\_MODE\_PAYT.

Main Acct to Debit: Move Bank G/L code TBIL\_ACCT\_BANK\_CD

Main Acct to Credit**:** Read the chart of Account (TBFN\_ACCT\_CODES) list the Account name. Pick the account to be credited if only one account affected.

**PREMIUM DATE CALCULATE**

This routine is to calculate the particular months for which the premium received affects.

In order to do this, read all receipts on the policy from inception, distribute the total

amount over the Tenor of the policy from the effective date of the policy based on the regular contribution and the mode of payment..

1. Read the Premium/Allocation Table (TBFN\_ALLOC\_DETAIL)

Sum all Receipts for the Policy. (SUM TBFN\_TRANS\_TOT\_AMT)

Where the TBFN\_TRANS\_TYPE on the Table is Normal Premium ‘N’ to get total Premium paid.

1. Spread the total Premium paid over the life of the Policy staring from the effective date of the Policy.

If mode of payment (TBFN\_ACCT\_POLY\_MOP) is ‘A’ (Annual) then Regular Payment (TBFN\_ACCT\_POLY\_CONTRIB) is for one year.

Use it to divide total Premium paid to know period covered by the payment.

If mode of payment= ‘Q’ (Quarterly) then Regular Premium is 3 months

\*Apply the Regular Premium to the total Premium Paid based on the mode of payment and get last month paid. The mode of payment for monthly is ‘M’

Get the last month/year the payment covers.

**Get month for current Receipt**

When last paid month is known. Use the next month as the start for the current receipt.

Use the Regular Contribution Amount and also the mode of payment to determine number of months paid.

Get the end date of payment. Use the start and end period for the Transaction desc 2

(TBFN\_ACCT\_TRANS\_DESC2)

**Generate the Receipt No**

Auto generates the Receipt number (TBFN\_ACCT\_DOC\_NO). this should be done when option is for Add record.

**Save Record**

Save the record if option

Add or Change

Delete if option is to delete

**Print Receipt**

There should be a button on top of the form for printing the Receipt. This button should call the Receipt Print Program.

**GENERAL LEDGER RECEIPT PRINT**

**PROGRAM ID** PRG\_FIN\_RECEPT\_PRINT

**PROGRAM BRIF DESC.** This program is to read the receipt table and print a receipt for any supplied receipt number. It is also to be directly called from the Receipt Entry Program.

The receipt is to be printed in 3 copies. The three copies should fit into one page of paper.

**TABLES**

Input

Receipt Table TBFN\_RECEPT\_FILE

Insured Details TBIL\_INS\_DETAIL

Agent/Marketer code TBIL\_AGENCY\_CD

**PROCESSING**

IF Printing from the Receipt Entry PROGRAM, PICK THE Receipt Number From there.

If printing independently, Accept Receipt number from screen. Printing is on pre-printed paper.

Do another version of the program to print on plain paper. That means the one on plain paper will have to be printed with the pre-printed information.

Read the G/Ledger Receipt Table for data with the Receipt number.

Data Required for Receipt print are:

Name of Insured

Address of Insured

Use the insured code from the Receipt Table to read the Insured Details Table and Pick the name and Address from there.

Amount in figures: TBFN\_ACCT\_AMT\_LC

Amount in Words: Convert the amount in figure to words

Period of Insurance: Pick the calculated period of insurance stored in TBFN\_ACCT\_TRANS\_DESC2

Broker/Agent Name: Use the Agent Code in Receipt Table TBFN\_ACCT\_AGENT\_CODE to Read the Agent/Marketer Codes (TBIL\_AGENCY\_CD). Get the Agent name from there.

Receipt Number: Pick the Receipt number from TBFN\_ACCT\_DOC\_NO.

Receipt Date: TBFN\_ACCT\_ENTRY\_DATE

A sample of the pre-printed receipt is attached. You can obtain a fresh and clearer one from Mr. Jonhson in Accounts department

**51. G/LEDGER RECEIPT TABLE TBFN\_RECPT\_FILE**

TBFN\_ACCT\_TRANS\_COMP company code (Char 3)

TBFN\_ACCT\_BATCH\_NO Batch No (Numeric no decimal)

TBFN\_ACCT\_SER\_NO Serial No (Numeric no decimal)

TBFN\_ACCT\_TRANS\_TYP Transaction Type “R” Receipt (Char 3)

TBFN\_ACCT\_TEMP\_TRANS\_NO (Char 15)

TBFN\_ACCT\_DOC\_**DATE** Date of transaction (Date)

TBFN\_ACCT\_ENTRY\_DATE Date of transaction Entry (Date)

TBFN\_ACCT\_TRANS\_MODE Transaction Mode C—Cash T–Teller D – Direct To bank

Q - Cheque (Char 3)

TBFN\_ACCT\_RECP\_TYP Type of receipt D - Premium Deposit P Regular Premium

F – Fac C – Co Ins L – Lease X – Cheque Exchange

V – Dividend R – Refund Y – Claim Recovery

I – Interest Received T – Invest Income S – Share Sale

G – Salvage O – Others (Char 3)

TBFN\_ACCT\_REF\_NO Reference number (Proposal No, Policy No) (Char 15)

TBFN\_ACCT\_DOC\_NO Document No (Char 15)

TBFN\_ACCT\_CURRCY\_TYPE Currency Type (Char 5)

TBFN\_ACCT\_CHQ\_TELLER\_NO Cheque/Teller No (Char 15)

TBFN\_ACCT\_CHQ\_INWARD\_NO Cheque Number (Date)

TBFN\_ACCT\_CHQ\_INWARD\_DATE Cheque date (Date)

TBFN\_ACCT\_PAYER\_PAYEE\_NAME Payee Name (Char 50)

TBFN\_ACCT\_TRANS\_DESC 1 Description of transaction (Char 100)

TBFN\_ACCT\_TRANS\_DESC2 Months Premium Paid For (Char 50)

TBFN\_ACCT\_BRANCH\_CD Branch code (Char 5)

TBFN\_ACCT\_BANK\_CD Bank code (Char 15)

TBFN\_ACCT\_AMT\_LC Amount (Numeric 2 decimal)

TBFN\_ACCT\_AMT\_FC Amount (Numeric 2 decimal)

TBFN\_ACCT\_INS\_CODE Insured Code (Char 15)

TBFN\_ACCT\_AGENT\_CODE Agent Code (Char 15)

TBFN\_ACCT\_COMM\_YN =Commission Applicable Y/N (Char 3)

TBFN\_ACCT\_POLY\_CONTRIB Policy Regular Contribution (Numeric 2 decimal)

TBFN\_ACCT\_POLY\_MOP Policy Mode of Payment (Char 3)

TBFN\_ACCT\_DR\_MAIN Main Account to Debit (Char 10)

TBFN\_ACCT\_DR\_SUB Sub Account to Debit (Char 5)

TBFN\_ACCT\_CR\_MAIN Main Account to Credit (Char 10)

TBFN\_ACCT\_CR\_SUB Main Account to Credit (Char 5)

**52. PREMIUM/ALLOCATION TABLE TBFN\_ALLOC\_DETAIL**

TBFN\_TRANS\_COMP company code (Char 3)

TBFN\_TRANS\_YR Year (Numeric no decimal)

TBFN\_ TRANS \_PRDCT\_CD Product code Char 10)

TBFN\_ TRANS \_POLY\_NO Policy No ( Char 25)

TBFN\_ TRANS \_DATE Transaction date (Date)

TBFN\_ TRANS \_INS\_CODE Insured code (Char 15)

TBFN\_ TRANS \_TYPE Transaction type (Char 3)

N Normal Contribution L Lump sum

TBFN\_ TRANS \_NO Transaction No (Char 10)

TBFN\_ TRANS \_TOT\_AMT Total trans Amount (numeric 2 decimal)

TBFN\_ TRANS \_ALLOC\_AMT Allocation Amount (numeric 2 decimal)

TBFN\_ TRANS \_PREM\_AMT Premium Amount (numeric 2 decimal)

TBFN\_ TRANS \_LUMP\_AMT Lump sum Amount (numeric 2 decimal)

TBFN\_ TRANS \_PREM\_RECOVER Premium Recovery (numeric 2 decimal)