| Sub process | Frequency | Dependency | User/Automated Initiator | How Initiated | FDM Process Name | Input Source | Process/Calculation | Description of Calculation/Process | Storage | Outputs | Transaction Type /Agresso A/c no(s) | | Transaction Type(s)/Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EPI Data Import | Quarterly | Eurobase EPI xls file received from Eurobase. | User | User access FDM Control Sheet and initiate data import process. | Eurobase EPI | Eurobase | Process | No calculation<br>Running FDM Control Sheet (xls) to upload Eurobase data into FDM. The following data is uploaded:<br>1. Eurobase – Gross Premiums Written<br>2.  Eurobase – Gross Brokerage and Commission Fees<br>3. Eurobase – Debtors Arising Out of Direct Ins Ops – UK<br>4. Eurobase – RI Spend<br>5. Eurobase – Creditors for Direct Insurance Ops - Sidecar | FDM | Eurobase EPI data imported into FDM | n/a | | UA/Written Premiums |
| Eurobase EPI Calculations | Quarterly | 1. Eurobase EPI  data should be loaded into FDM<br>2. US trifocus data/mappings must be updated on SharePoint<br>3. Eurobase Policy changes should be updated on SharePoint<br>4. Percentages applicable to Eurobase Sidecar should be updated on SharePoint. | Automated | Automated Calculation of Eurobase EPI | Eurobase EPI | FDM | Calculation | Eurobase EPI automatically calculated in FDM by:<br>1. Excluding policies with incepting after the reporting date<br>2. Excluding policies and binders from the US written by the Syndicates through the internal BUSA binders or via the reinsurance contracts of BICI<br>3. The calculated amounts are compared with amounts from previous period which are already in Agresso and the difference (delta) makes up the adjustment to be made in Agresso. | FDM | The following 3 journals:<br>1. EPI Journal to post EPI movement since previous quarter into Agresso.<br>2. Sidecar journal for premium and brokerage ceded to Syndicate 6107 according to the appropriate cede percentage and YOA  posted in Agresso<br>3. Sidecar Reinsurance Journal in core Syndicates is equal and opposite to the gross net premium in 2 above posted in the core syndicates in Agresso. | UA<br>UA<br>UA<br>UA<br>UA<br>UA<br>UA<br>UA | 10100<br>30100<br>74102<br>30500<br>30512<br>30505<br>74280<br>74285 | As above |
| Eurobase EPI  Posting | Quarterly | 1. The journal output calculated above<br>2. The Policy Master file in Agresso should be up to date  before any EPI journals can be posted to new policies. | User | User access FDM Posting Engine Sheet and initiate EPI posting | Eurobase EPI | FDM | Process | 1. User generates an Agresso batch input file on SharePoint and validate the file for each of the 3 journals above.<br>2. User approve the posting of the Agresso batch input file for each of the 3 journals above once validated and file is automatically posted to Agresso. | Agresso | 1. EPI data posted in Agresso<br>2.  Automated Email confirming whether the EPI amounts have been posted successfully or not into Agresso. | As above | | As above |

| Sub process | Frequency | Dependency | User/Automated Initiator | How Initiated | FDM Process Name | Input Source | Process/Calculation | Description of Calculation/Process | Storage | Outputs | Transaction Type /Agresso A/c no(s) | Transaction Type(s)/Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Premium Allocations rules import | Annually | 1. Approved premium allocation rules | User | User access FDM Control Sheet and initiate data import process. | AL Import | US EPI PRM Rules Engine Allocation vn.n.xlsx | Process | No calculations US Premium Allocations Rules on the spread sheet are imported to FDM. | FDM | US Premiums EPI Allocations Rules imported to FDM | n/a | UA/Written Premiums |
| Run US Premium Allocation rules (Run Triggers) | Monthly | 1. US EPI  data should be loaded into FDM. 2. US premium allocation rules should be updated in FDM. 3. USBICI and USBUCA ledgers for the month should be complete. | User | User access FDM Control Sheet and initiate the triggers run | AL Run Triggers | FDM | Calculation | US EPI allocations calculated in FDM by: 1.  Excluding policies with incepting after the reporting date 2.  Applying premium allocation rules annually uploaded into FDM and monthly US Premiums data held in the FDM sourced from Agresso 3. The calculated amounts are compared with amounts from previous period which are already in Agresso and the difference (delta) makes up the adjustment to be made in Agresso. | FDM | The following 4 journals: 1. EPI Journal to post EPI movement since previous quarter into Agresso. 2. Sidecar journal for premium and brokerage ceded to Syndicate 6107 according to the appropriate cede % and YOA  posted in Agresso 3. Sidecar Reinsurance Journal in core Syndicates is equal and opposite to the gross net premium in 2 above posted in the core syndicates in Agresso. 4. Busa Intercompany/Internal commission adjustment | Transaction Type /Agresso A/c no(s)<br>UA      10100<br>UA      30100<br>UA      74102<br>UA      30500<br>UA      30512<br>UA      74280<br>UA      74564<br>9N      10350<br>9N      30500<br>9N      74280<br>9N      74400<br>9M      30505<br>9M      74285 | UA/Written Premiums 9N/First State Int Comm Mvt - Closed Year 9M/BUSA Int Comm Mvt - Reallocation |
| US EPI  Posting | Monthly | 1. The journal output calculated above 2. The Policy Master in Agresso should be up to date  before any EPI journals can be posted to new policies. | User | User access FDM Posting Engine Sheet and initiate EPI posting | US Premium | FDM | Process | 1. User generates an Agresso batch input file on SharePoint and validate the file for each of the 4 journals above. 2. User approve the posting of the Agresso batch input file for each of the 4 journals above once validated and  file is automatically posted to Agresso | Agresso | 1. EPI data posted in Agresso 2. Automated Email confirming whether the EPI amounts have been posted successfully or not into Agresso. | As above | As above |

| Sub process | Dependency | How Initiated | FDM Process Name | Input Source | Description of Calculation/Process | Outputs | Transaction Type /Agresso A/c no(s) | Transaction Type(s)/Description |
|---|---|---|---|---|---|---|---|---|
| Forecast Premium Data Import | 1. The written premium (EPI) process should be completed before the gross ultimate process is started (i.e. up to date EPI should be available in FDM and Agresso)<br>2. Premium forecasting data for determining Ultimate Premium received on a binder by binder basis should be updated into the Premium Forecast database | User access FDM Control Sheet and initiate data import process. | US import Process | Premium Forecast database | Running  FDM Control Sheet (xls) to import premium forecast data from Premium Forecast database and upload into FDM. This imports  Ultimate Premium data from the Premium Forecast database into 4 FDM External Accounts prefixed with ULT:<br>- ULT00001 Ultimate Syndicate Gross Premium<br>- ULT00002 Ultimate Syndicate External Brokerage<br>- ULT00003 Ultimate Syndicate Internal Commission<br>- ULT00004 Ultimate Syndicate Gross Net Premium Reinsurance (used to calc 11101 top up) | Premium ultimate data imported into FDM | n/a | US/Gross Ultimates Adjustment |
| Gross Ultimate Premium Calculations | 1. Premium ultimate data should be imported into FDM<br>2. Gross Ultimates Adjustement Sidecar- RI spend(UB) data should be up to date | Automated Calculation of:<br>1.  Premium 'Top Up' Adjustment<br>2. Outward Reinsurance Premium for the Core Syndicates (623/2623) against Account 11101. | US Premium | FDM | 1. FDM cube calculations compares data in the Ultimate accounts against data from live Agresso (accounts 10100, 30100, 11101 and 30500). The difference is the Ultimate 'top up' adjustment required bring Agresso ultimate premiums up to date.<br>2. Due to top up adjustments against Syndicate 6107 a further adjustment is calculated for Outward Reinsurance Premium for the Core Syndicates (623/2623) against Account 11101. | The following accounts are used to calculate ultimates 'top up':<br>1. ULT00001 Ultimate Syndicate Gross  Premium<br>2. ULT00002 Ultimate Syndicate External Brokerage<br>3. ULT00003 Ultimate Syndicate Internal Commission<br>4. ULT00004 Ultimate Syndicate Gross Net Premium Reinsurance (used to calc 11101 top up) | US          10100<br>US          11101<br>US          30100<br>US          74102 | As above |
| Gross Ultimate Premium Adjustment Posting | 1. The journal output calculated above | User access FDM Posting Engine Sheet and  initiate Gross Ultimate Premium  Adjustments posting | US Premium | FDM | - User generates an Agresso batch input file on SharePoint and validate the file for the journal above.<br>- User approve the posting of the Agresso batch input file for the journal above once validated and  file is automatically posted to Agresso | 1. Gross Premium Ultimate adjustment data posted in Agresso<br>2.  Automated Email confirming whether the Gross Premium Adjustment amounts have been posted successfully or not into Agresso. | As above | As above |

| Sub process | Frequency | Dependency | User/Automated Initiator | How Initiated | FDM Process Name | Input Source | Process/Calculation | Description of Calculation/Process | Storage | Outputs | Transaction Type /Agresso A/c no(s) | | Transaction Type(s)/Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Premium Earnings Calculations | Quarterly | 1. The written premium (EPI) process should be completed before the Premium Earnings process is started ( i.e. up to date EPI should be available in FDM and Agresso). 2. Premium ultimate data should be imported into FDM | Automated | Automated Calculation of: 1. Binder and non binder premium earnings adjustment 2. Binder and non binder brokerage earnings adjustment | Earnings | FDM | Calculation | 1. At the policy inception FDM cube calculation builds a premium and brokerage earnings patterns based on each policy inception and expiry dates, policy type and YOA. This gives the earnings percentages. 2. The earnings percentages calculated above together with the premium of the policy/ commission is used to calculate binder adjustments for premium/commission. This spreads the gross premium or brokerage earnings over the life of the policy). 3. The earnings percentages calculated above together with the premium of the policy/ commission is used to calculate unearned premium/commission reserves. This spreads the gross premium or brokerage earnings over the life of the policy). | FDM | The following journals adjustments to the following : 1. Premium Binder adjustment 2. Change in gross provision for unearned premium 3. Brokerage binder adjustment 4. Change in gross provision for unearned brokerage | 3K UJ UK UM UN UP UQ | 5382, 76202 10200, 74102 30200, 74102 15100, 80100 15100, 80100 35100, 76200 35100, 76200 | 3K/DAC Adjustment (Non-Reserving Commissions) UJ/Binder Gross Premium Adjustment UK/Binder Gross Brokerage Adjustment UM/Unearned Premiums (Non Binders) UN/Unearned Premiums (Binders) UP/DAC Adjustment (Non Binders) UQ/DAC Adjustment (Binders) |
| Premium Earnings Adjustment Posting | Quarterly | 1. The journal output calculated above 2. The Policy Master in Agresso should be up to date before the journals can be posted to new policies. | User | User access FDM Posting Engine Sheet binder and non binder premium and initiate binder and non binder premium and brokerage earnings adjustments | Earnings | FDM | Process | - User generates an Agresso batch input file on SharePoint and validate the file for each of the 4 journals above. - User approve the posting of the Agresso batch input file for  each of the 4 journals above once validated and file is automatically posted to Agresso | Agresso | 1. Binder and non binder premium and brokerage earnings adjustments posted in Agresso 2.  Automated Email confirming whether the adjustments have been posted successfully or not into Agresso. | As above | | As above |