

ELRAC

Quick Introduction

Table of Contents

Contents

1.	General Information.....	3
1.1.	Minimum system requirements.....	3
1.2.	Login	5
1.3.	Customize your ELRAC.....	5
1.4.	Navigation	6
1.5.	My ELRAC navigation	8
1.6.	Application generated messages	8
1.7.	Sy stem release	9
2.	Contracts	10
2.1.	Pending Contracts _ Where the journey starts	10
2.2.	Contract detail screen	10
2.3.	Updates on an accepted contract	13
2.4.	T reaty tab.....	15
2.5.	Facultative tab	15
3.	Technical Accounting	16
3.1.	Treaty Accounting.....	16
3.3.	Pending Transactions	20
3.4.	Transaction History.....	21
4.	Claims	23
4.1.	Index Management and Reinstatement Management.....	23
4.1.1	Create the Index Management	23
4.1.2	Create the Reinstatement Management	24
4.2.	Claim Administration	26
4.2.1	Create a New Claim	26
4.2.2	Update an existing claim	35

4.3.	Pending Transactions	37
4.4.	Transaction History	38
5.	Financial Accounting.....	39
5.1.	Current Account	39
5.1.1.	Create a Financial Statement	40
5.2.	Pending Statements	42
5.3.	Transaction History.....	43
7.	Reporting.....	45
8.	Contact us	45

1. General Information

Electronic Reinsurance Accounting tool is a web-based application which enables you to process your reinsurance business on the internet by using tailor-made templates. The basis for an automatic creation of statements are shared contract data and common rules.

1.1. Minimum system requirements

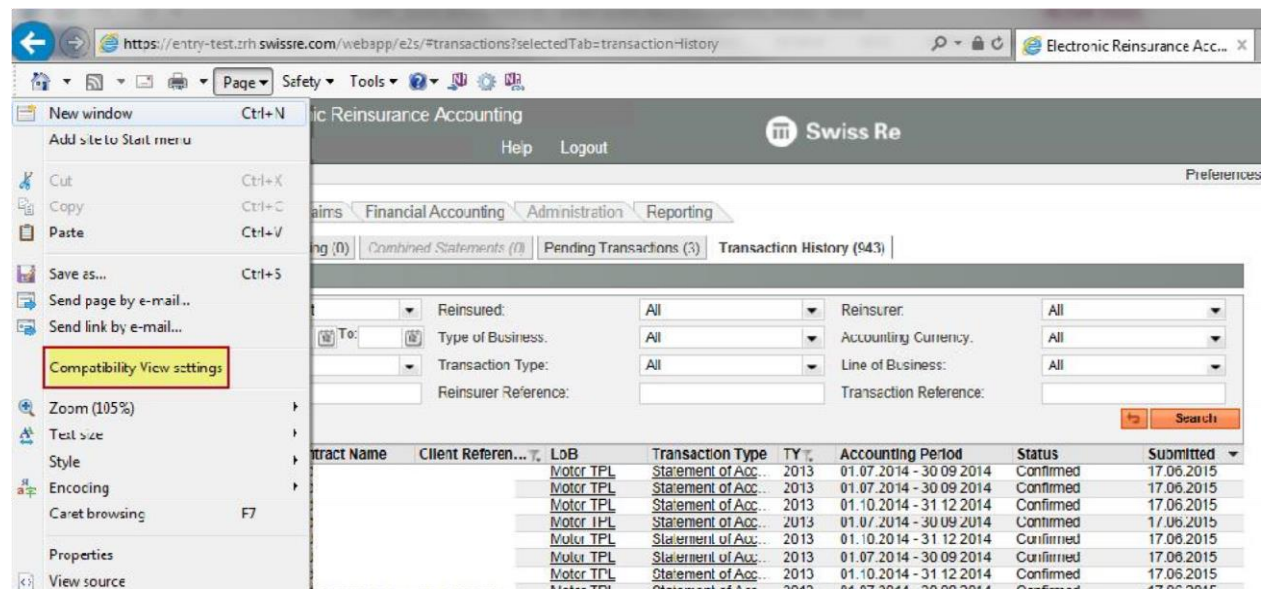
ELRAC has been optimized for Firefox, Internet Explorer 9 or higher and all versions of Chrome.

Minimum recommended screen resolution is 1024 x 768

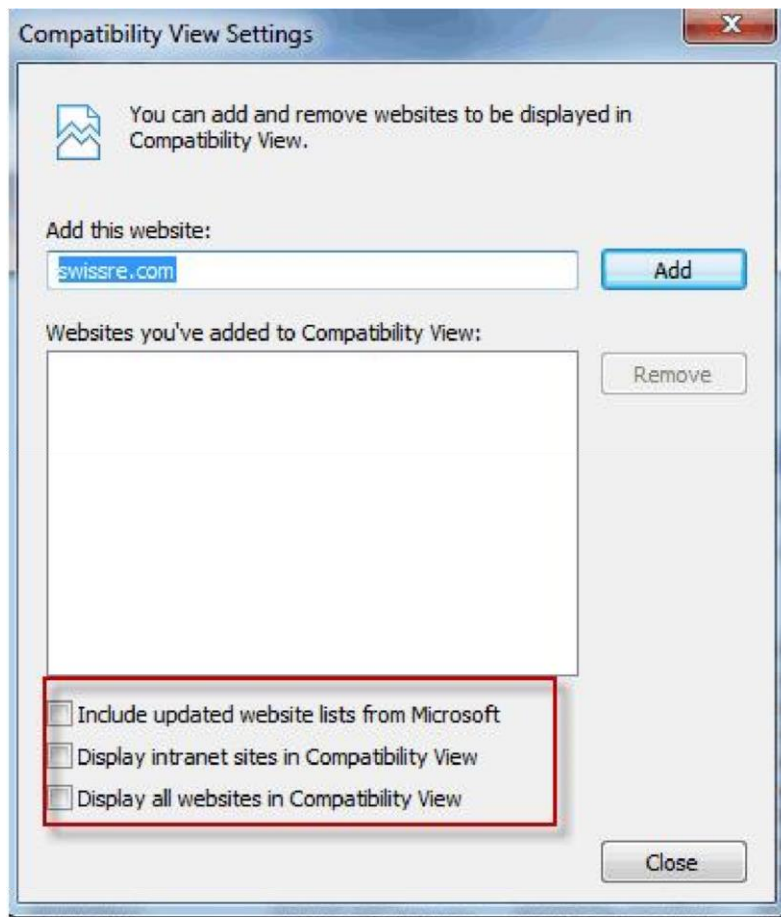
Change of 'Compatibility View settings' in Internet Explorer:

In case Internet Explorer version is 9 or higher is installed and data is not displayed in ELRAC, please ensure that the compatibility view mode is turned off.

In order to achieve this, please click on 'Page' and then select 'Compatibility View Settings':



Remove any ticks from the various boxes:



Further details regarding this topic can be found on the following webpage:

<http://support.microsoft.com/kb/2536204>

In case the issue still persists, please close all browser sessions, open a new browser session and delete the browser cache. Description of the necessary steps can be also found on the following link:

<http://windows.microsoft.com/en-GB/windows7/How-to-delete-your-browsing-history-inInternet-Explorer-9>

1.2. Login

Please login via Swiss Re web site: <https://www.swissre.com/reinsurance/about-us/client-tools-services/about-elrac.html>



[Reinsurance](#) > [About us](#) > [Client tools and services](#)

And select:

[Access](#) [Downloads](#) [Video tutorials](#)

[Register](#)

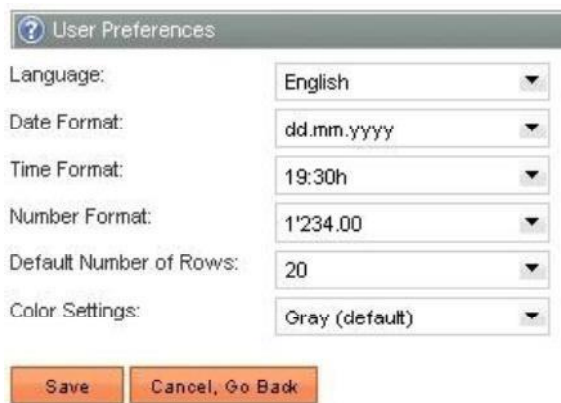
[Login](#)

Following video will guide you through the process of login and authentication :

<https://media10.simplex.tv/content/170/4673/126488/>

1.3. Customize your ELRAC

Click on [Preferences](#) at the top right corner and the following screen will open:



The 'User Preferences' dialog box contains the following settings:

Setting	Value
Language:	English
Date Format:	dd.mm.yyyy
Time Format:	19:30h
Number Format:	1'234.00
Default Number of Rows:	20
Color Settings:	Gray (default)

Buttons: Save, Cancel, Go Back

Language

ELRAC supports English, French, German, Italian, Portuguese and Spanish. Retakaful version is also available. In case a term has not yet been translated to the selected language, it will be displayed in English.

Number Format

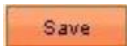
Ideally the number format you have selected in ELRAC is the same as in your Excel settings. This leads to easier handling whenever a transaction is exported to Excel.

Default Number of Rows

Defines the maximum of rows displayed per default on a screen. Selectable options are 15, 20, 25 or 30.

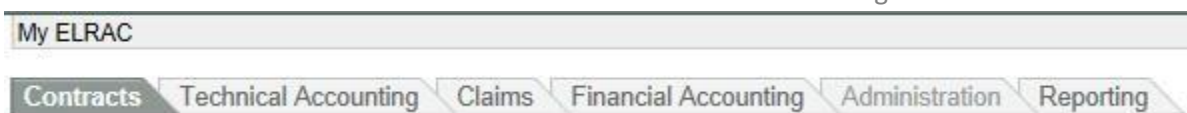
Color Settings

ELRAC offers two color schemes. Per default the screens are displayed in Gray. alternatively, they are also available in Light Blue.

All changes made in the User Preferences section will take effect as soon as the  button has been pressed and will remain valid for the current and all future sessions.

1.4. Navigation

ELRAC offers two tab levels. The main tab section consists of the following tabs:



Each main tab contains various sub tabs from which workflows can be started. The number value in brackets relates to the number of records available on the respective tab.

Treaty Accounting (50) Facultative Accounting (0) Combined Statements (0) Pending Transactions (3) Transaction History (943)

Treaty Accounting

Placing Company: Reinsured: All Type of Business: All
 Accounting Period: From: To: Transaction Type: All Line of Business: All
 Client Ref /Contract Name: Status: All Accounting Currency: All
 Transaction Reference:

In the upper section of a sub tab screen various attributes can be defined. By clicking on the button the application will identify matching results. A click on the button will set back the attribute fields of the Search Workbox and the attribute columns to their default values. Set filter settings in each Search Workbox will remain valid during the whole session.

Attribute columns

Last Update	LTU	Contract Name	Contract Type	Client Reference	Swiss Re Reference	Status
-------------	-----	---------------	---------------	------------------	--------------------	--------

Contract Name

By clicking on a column header, the content of a column is sorted in either descending or ascending order. In addition, using the 'Shift' button allows sorting of various columns.

Client Reference

Fire

Some columns allow value entries for which a search will take place in the respective column.

LTU

LTU
Last Treaty Year
2010

Column headers contain a 'mouse over' functionality which can deliver additional information e.g. in case of term abbreviations.

Contract Name

aaa Fire XL Accept 5

Column values which contain a hyperlink are underlined. Hyperlinks lead to additional information or a workflow screen.

Show rows: 20

In this drop down the maximum number of displayed rows can be defined

Go To << < 1 2 3 > >>

Enter a number value in this field and press enter then you get directly to the desired page

A click on single arrow sign leads to the next page
Clicking on the double arrow brings you to the last page

1.5. My ELRAC navigation

My ELRAC	
Contracts	▶ Treaty
Technical Accounting	▶ Facultative
Claims	▶ Pending Contracts
Financial Accounting	▶

The user can scroll easily to various sub tabs when clicking on My ELRAC tab.

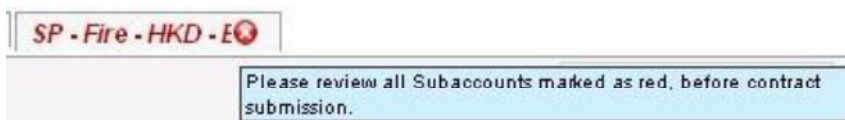


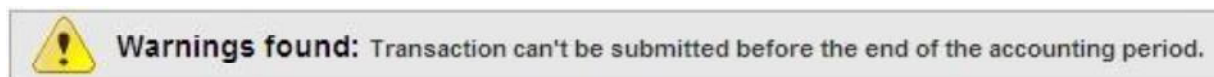
By clicking on the Swiss Re logo, the application will change to sub tab which is predefined.

1.6. Application generated messages

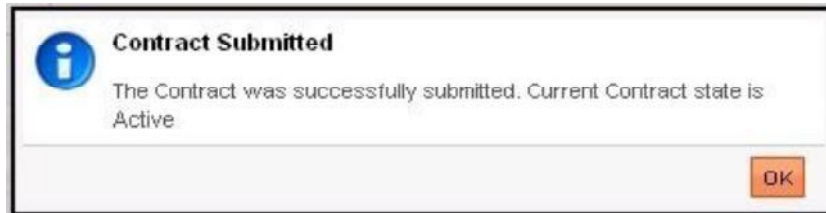


Whenever an error message is triggered the error cause needs to be resolved before you can proceed in the workflow. Besides the error message on top of the page more detailed information is given near the field(s) which caused the error message.





Warnings are not as severe as error messages and require no action in most cases.



An information pop up is displayed to notify you about a specific workflow situation.

1.7. System release

The ELRAC application is updated on a regular basis (usually twice a year) and release information is made available to all users accordingly.

2. Contracts

2.1. Pending Contracts – Where the journey starts

The precondition for the creation of any kind of technical or claim transaction is an accepted reinsurance contract.

Whenever Swiss Re submits a new contract, adds accounting units (AU) to an existing one or modifies previously accepted values, the client (all registered active users) receives an e-mail notification. Below is an example of an e-mail which is created when a new contract is submitted:

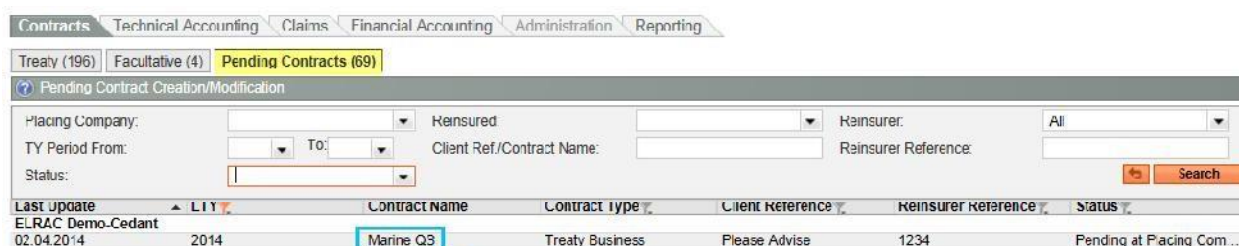
Dear ELRAC User

Please note that the following contract requires verification: Marine Cargo QS You will find the contract under the "Pending Contracts" subtab of "Contracts" in ELRAC. You may also use the following hyperlink to go directly to the contract:

<LINK>

This is a system-generated email.

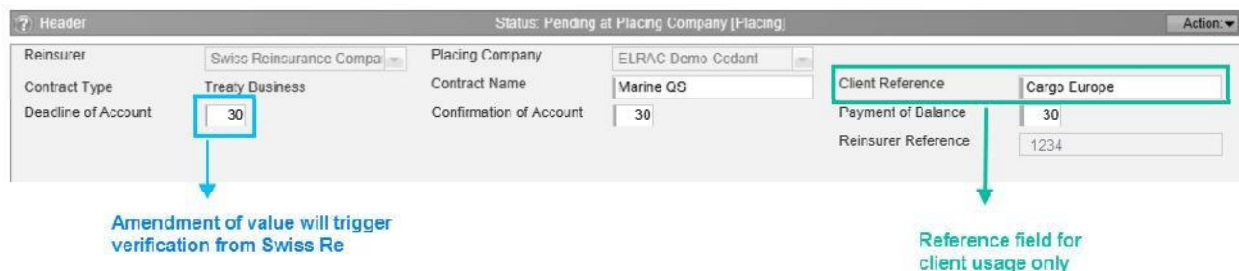
Kind Regards



Last update	Contract Name	Contract type	Client Reference	Reinsurer Reference	Status
02.04.2014	Marine QS	Treaty Business	Please Advise	1234	Pending at Placing Com ..

To verify a new contract click on the available Hyperlink in column 'Contract Name'.

2.2. Contract detail screen



Header		Status: Pending at Placing Company (Placing)		Action: ▼
Reinsurer	Swiss Reinsurance Company	Placing Company	ELRAC Demo-Cedant	
Contract Type	Treaty Business	Contract Name	Marine QS	Client Reference
Deadline of Account	30	Confirmation of Account	30	Cargo Europe
				Payment of Balance
				30
				Reinsurer Reference
				1234

Amendment of value will trigger verification from Swiss Re

Reference field for client usage only

The contract Header section contains information which is valid for all further contract sections.

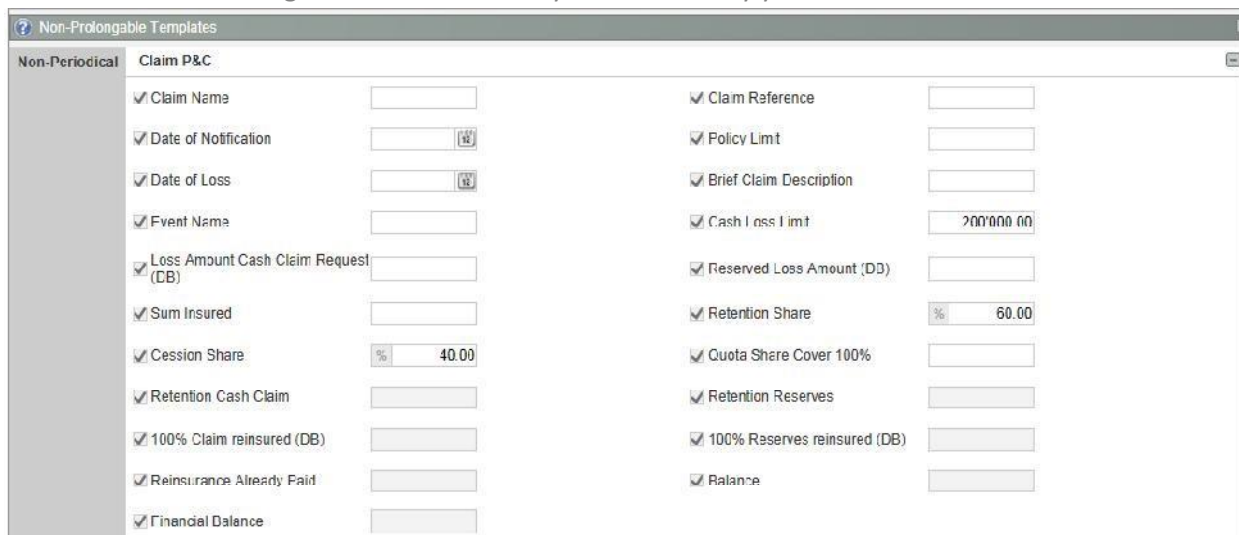
Contract with two Sub-accounts; one in EUR and one in USD.
As they have not yet been reviewed and accepted they are marked red




Meaning of the Attributes

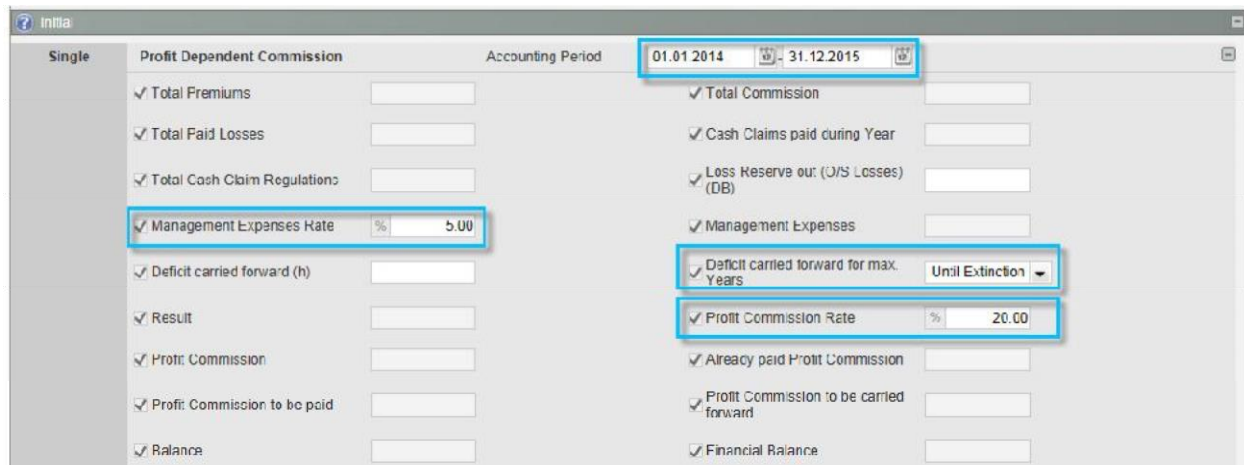
- o Status: Pending _ still not accepted; Active_ accepted by all sides.
- o Quantity: Number of available Periodical templates for the Accounting Period (Accounts).
- o Client Reference: Reference field for client usage on AU level.
- o Reinsurer Share: Swiss Re Share for the corresponding AU and Treaty Year (TY).
- o Insured Period: Duration of Treaty Period.
- o Accounting Period: Duration of Accounting Period (AP).

All available conditions for the selected sub-account are displayed in detail on the next template below and will remain unchanged for the whole lifecycle of the treaty year:



The conditions regarding Year-End Calculations like Profit Commission, Sliding Scale

Commission, Loss Participation, XL Premium Adjustment or regarding Portfolio Movements are displayed on a Single template:

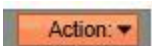


Single	Profit Dependent Commission	Accounting Period
		01.01.2014 - 31.12.2015
☒	Total Premiums	
☒	Total Paid Losses	
☒	Total Cash Claim Regulations	
☒	Management Expenses Rate	% 5.00
☒	Deficit carried forward (h)	
☒	Result	
☒	Profit: Commission	
☒	Profit: Commission to be paid	
☒	Balance	
☒	Total Commission	
☒	Cash Claims paid during Year	
☒	Loss Reserve out: (U/S Losses) (DB)	
☒	Management Expenses	
☒	Deficit carried forward for max. Years	Until Extinction
☒	Profit Commission Rate	% 20.00
☒	Already paid Profit Commission	
☒	Profit Commission to be carried forward	
☒	Financial Balance	

Periodical templates usually exist for 4 periods (quarterly), 2 periods (half-yearly) or 1 period (yearly) and include the conditions agreed for the accounts:

Periodical	Statement of Account	Validity Period	Description	1. Period
☒	Premium (CR)		☒ Commission Rate	% 24.00
☒	Commission (calculated) (DB)		☒ Paid Losses (DB)	
☒	Cash Claim Regulation (calculated) (CR)		☒ Loss Reserve out (O/S Losses) (DB)	
☒	As at	31.03.2014	☒ Balance	
☒	Financial Balance			
	Statement of Account	Validity Period	Description	2. Period
☒	Premium (CR)		☒ Commission Rate	% 24.00
☒	Commission (calculated) (DB)		☒ Paid Losses (DB)	
☒	Cash Claim Regulation (calculated) (CR)		☒ Loss Reserve out (O/S Losses) (DB)	
☒	As at	30.06.2014	☒ Balance	
☒	Financial Balance			
	Statement of Account	Validity Period	Description	3. Period
☒	Premium (CR)		☒ Commission Rate	% 24.00
☒	Commission (calculated) (DB)		☒ Paid Losses (DB)	
☒	Cash Claim Regulation (calculated) (CR)		☒ Loss Reserve out (O/S Losses) (DB)	
☒	As at	30.09.2014	☒ Balance	
☒	Financial Balance			
	Statement of Account	Validity Period	Description	4. Period
☒	Premium (CR)		☒ Commission Rate	% 24.00
☒	Commission (calculated) (DB)		☒ Paid Losses (DB)	
☒	Cash Claim Regulation (calculated) (CR)		☒ Loss Reserve out (O/S Losses) (DB)	
☒	As at	31.12.2014	☒ Balance	
☒	Financial Balance			

After reviewing the conditions on the template, the following actions are possible via button



- o **Save as Draft** - All performed modifications will be saved.
- o **Accept** - By selecting this option the client confirms his agreement with the conditions and the contract changes to Active status.
- o **Reject** - This leads to a rejection of the submitted contract. A rejection reason needs to be entered.

2.3. Updates on an accepted contract

Whenever updates are necessary on an accepted (active) contract or part of it, a process will be initiated by reinsurer and the updated version must be reviewed and accepted by the client. Such contracts are visible on 'Treaty' tab or on 'Pending Contract' tab:

Contracts Technical Accounting Claims Financial Accounting Administration Reporting

Treaty Facultative **Pending Contracts**

? Pending Contract Creation/Modification

Placing Company: Reinsured: Reinsurer:

TY Period From: To: Client Ref./Contract Name: Reinsurer Reference:

Status:

Last Update	LTY	Contract Name	Contract Type	Client Reference	Reinsurer Reference	Status
ELRAC Demo Cédant						
05.08.2015	2014	Marine QS	Treaty Business	Cargo Europe	1234	Active (AU Pending)

Contracts Technical Accounting Claims Financial Accounting Administration Reporting

Treaty Facultative Pending Contracts

? Active Contracts – Treaty Business

Placing Company: Reinsured: Reinsurer:

TY Period From: To: Client Ref./Contract Name: Reinsurer Reference:

Status: AU Process:

LTY	Contract Name	Client Reference	Reinsurer Reference	Status	AU Process
ELRAC Demo-Cédant					
2014	Marine QS	Cargo Europe	1234	Active	Negotiation

The modified values compared to the last contract version are marked with a double arrow sign. By using the mouse over this sign, the previous value entered for the amended attribute will be displayed. Example of change of the Reinsurer Share and Profit Commission:

Reinsurer Share Reinsurer Reference

Accounting Period

☒ Profit Commission Rate

2.4. Treaty tab

As soon as a new contract has been accepted (Status: Active), it is available on the 'Treaty' tab and all corresponding transactions are available on the 'Technical Accounting' tab for entering.

Contracts					Technical Accounting	Claims	Financial Accounting	Administration	Reporting
Treaty					Facultative	Pending Contracts			
Active Contracts – Treaty Business									
Placing Company:			Reinsured:		Reinsurer:				
TY Period From:		To:		Client Ref./Contract Name:		Reinsurer Reference:			
Status:	Active		AU Process:	All					
LTY	Contract Name	Client Reference	Reinsurer Reference	Status					
ELRAC Demo-Cedant 2014	Marine QS	Cargo Europe	1234	Active					

2.5. Facultative tab

All accepted facultative contracts are available on the 'Facultative' tab and the functionalities are similar to the 'Treaty' tab.

3. Technical Accounting

All transactions available for entry can be found under 'Treaty Accounting' or 'Facultative Accounting' tab:

Contracts	Technical Accounting	Claims	Financial Accounting	Administration	Reporting
Treaty Accounting (59)	Facultative Accounting (0)	Combined Statements (0)	Pending Transactions (3)	Transaction History (943)	

Already drafted transactions are available on the 'Pending Transactions' tab:

Contracts	Technical Accounting	Claims	Financial Accounting	Administration	Reporting
Treaty Accounting (59)	Facultative Accounting (0)	Combined Statements (0)	Pending Transactions (3)	Transaction History (943)	

3.1. Treaty Accounting

In general, the transactions have to be entered in chronological order.

Contracts

Technical Accounting

Claims

Financial Accounting

Administration

Reporting

Treaty Accounting (101)

Facultative Accounting (0)

Combined Statements (2)

Pending Transactions (1)

Transaction History (635)

Treaty Accounting

Placing Company:

Reinsured:

Type of Business:

All

Accounting Period:

From: To:

Transaction Type:

Line of Business:

All

Client Ref./Contract Name:

Status:

All

Accounting Currency:

All

Transaction Reference

Search

LT	Reinsured	Contract Name	Client Reference	LT	Transaction Type	Accounting Period	Currency	Due By	CS
2014	Motor TPL	Statement of Account	01.01.2015 - 31.03.2015	GBP	30.05.2015				
2014	Motor TPL	Statement of Account	01.01.2015 - 31.03.2015	GBP	30.05.2015				
2015	Motor Comb	Statement of Account	01.04.2015 - 30.06.2015	GBP	29.08.2015				
2015	Motor TPL	Statement of Account	01.04.2015 - 30.06.2015	GBP	29.08.2015				
2015	Motor TPL	Statement of Account	01.04.2015 - 30.06.2015	GBP	29.08.2015				
2015	Motor TPL	Statement of Account	01.04.2015 - 30.06.2015	GBP	29.08.2015				
2014	Motor TPL	Statement of Account	01.04.2015 - 30.06.2015	GBP	29.08.2015				
2013	Motor TPL	Statement of Account	01.04.2015 - 30.06.2015	GBP	29.08.2015				
2014	Motor TPL	Statement of Account	01.04.2015 - 30.06.2015	GBP	29.08.2015				
2014	Motor TPL	Statement of Account	01.04.2015 - 30.06.2015	GBP	29.08.2015				
2015	Motor Comb	Statement of Account	01.07.2015 - 30.09.2015	GBP	29.11.2015				
2015	Motor TPL	Statement of Account	01.07.2015 - 30.09.2015	GBP	29.11.2015				
2015	Motor TPL	Statement of Account	01.07.2015 - 30.09.2015	GBP	29.11.2015				
2015	Motor TPL	Statement of Account	01.07.2015 - 30.09.2015	GBP	29.11.2015				
2014	Motor TPL	Statement of Account	01.07.2015 - 30.09.2015	GBP	29.11.2015				

Otherwise, when opening the transaction for entering, the following error would appear, and the submission would not be possible:

Error(s) found: Action Submit is not allowed due to the following transactions are not submitted: [Statement of Account, Accounting Period 01.01.2014-31.03.2014, TY 2014], [Statement of Account, Accounting Period 01.04.2014-30.06.2014, TY 2014], [Statement of Account, Accounting Period 01.07.2014-30.09.2014, TY 2014].					
Statement of Account - EUR - Status: Blank					
Placing Company	ELRAC Demo-Cedant	Reinsured	ELRAC Demo-Cedant	Reinsurer	ELRAC Branch (no business)
Contract Name	Merine QS	Client Reference	Cargo Europe	Reinsurer Reference	lenka
Type of Business	Quota Share	Surplus/Layer No.	0	Line of Business	MARINE - Cargo
Accounting System	Underwriting Year	Accounting Period	01.10.2014 - 31.12.2014		

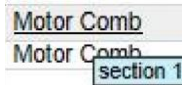
Column Name Meaning

LT

For periodical templates the highest treaty year is displayed in this column. In case of a single template, the referring treaty year is displayed

LoB

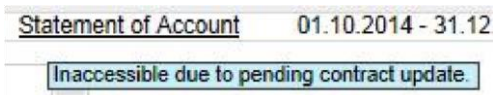
Delivers information about the involved Line of Business (LoB). Information entered in the 'Special Accounting Condition' field on the sub-account level of a contract is displayed in this column by using the 'mouse over' functionality:



Motor Comb
Motor Comb
section 1

Transaction Type

Hyperlink which leads you to the detail screen where technical transactions can be created. Whenever a template is blocked through a preliminary template the 'mouse over' will look as follows:



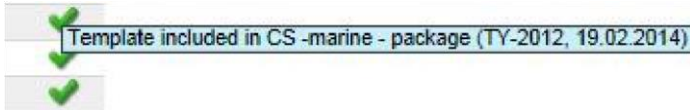
Statement of Account 01.10.2014 - 31.12
Inaccessible due to pending contract update.

Due By

Indicates by when a template should be submitted. Values displayed in this column are delivered from the contract Header section where attributes 'Deadline of Account' is defined.

CS

Combined Statements (CS) can be created by Swiss Re for single templates. Whenever a template is part of a CS a green tick is displayed in this column. Use of the 'mouse over' functionality on the green tick will lead to CS name display. Selection of an included template will open a transaction screen on which the whole CS is displayed.



Template included in CS -marine - package (TY-2012, 19.02.2014)

Transaction entry screen

Transaction export to Excel 

Statement of Account - EUR - Status: Blank 

Placing Company	ELRAC Demo-Cedant	Reinsured	ELRAC Demo-Cedant	Reinsurer	ELRAC Branch (not for business)
Contract Name	Marine QS	Client Reference	Cargo Europe	Reinsurer Reference	1234
Type of Business	Quota Share	Surplus Layer No.	0	Line of Business	MARINE - Cargo
Accounting System	Underwriting Year	Accounting Period	01.01.2015 - 31.03.2015		

Transaction Summary

Insured Period	Client Reference	Reinsurer Share	Balance	Financial Balance
01.01.2015 - 31.12.2015	Cargo Europe	25.00	0.00	0.00
01.01.2014 - 31.12.2014	Cargo Europe	20.00	0.00	0.00
Total			0.00	0.00

AU Insured Period: 01.01.2015 - 31.12.2015 - Cargo Europe - Reinsurer Share: 25.00 - FY 2015

Premium (CR)	<u>Cr</u>	
Commission Rate	%	26.00
Commission (calculated) (DB)	<u>Db</u>	
Paid Losses (DB)	<u>Db</u>	
Cash Claim Regulation (calculated) (CR)	<u>Cr</u>	
Loss Reserve cut (O/S Losses) (DB)	<u>Db</u>	0.00
As at	31.03.2015	
Balance	Cr	
Financial Balance	Cr	

AU Insured Period: 01.01.2014 - 31.12.2014 - Cargo Europe - Reinsurer Share: 20.00 - FY 2014

Premium (CR)	<u>Cr</u>	
Commission Rate	%	24.00
Commission (calculated) (DB)	<u>Db</u>	
Paid Losses (DB)	<u>Db</u>	
Cash Claim Regulation (calculated) (CR)	<u>Cr</u>	
Loss Reserve cut (O/S Losses) (DB)	<u>Db</u>	13200.00
As at	31.03.2015	
Balance	Cr	
Financial Balance	Cr	

File Attachment 

Cancel Go Back

Underlined Cr and Db values represent values which are part of the Balance

To provide us with any documents or more details please use the Attachment functionality

The most important information and conditions regarding the selected template are visible in the header.

'Transaction Summary' offers a quick overview about all insured periods included in the template and their balances.

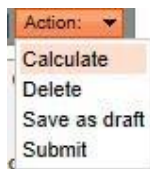
The next section includes all 'Accounting Units' (AU) per 'Insured Period' (Treaty year). The highest 'Insured Period' is displayed on the top.

To attach a supporting document direct in to the transaction, please click on the 'File Attachment' sign down right and upload it:

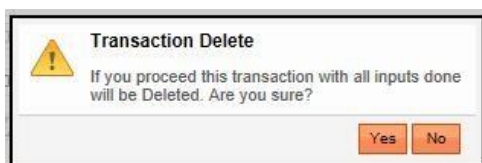
File Attachment

Attach File  

After entering the data into the corresponding fields (Premium, Paid Losses, Loss Reserves), please select one of the following actions:



- o **Calculate** - leads to the calculation of the Commission, Balance and Financial Balance on all 'Accounting Units' (AU) and in the 'Transaction Summary'. Please enter all available fields even though there is no amount (zero entry). Otherwise, an error message will be displayed.
- o **Delete** - the following warning message will be displayed:



By selecting 'Yes' –
Accounting' will be opened.

the template including all entries will be deleted and

By selecting 'No' –

the tab 'Treaty' the template is again available for

processing and further action.

- o **Save as draft** - the tool saves the entered figures and remains open. If you leave it after saving via button , your draft will be available for further processing on the 'Pending Transactions' tab:

Contracts Technical Accounting Claims Financial Accounting Administration Reporting									
Treaty Accounting (499)		Facultative Accounting (5)		Combined Statements (40)		Pending Transactions (230)		Transaction History (892)	
Pending Transactions									
Placing Company:	All	Reinsured:	ELRAC Demo-Cedant	Reinsurer:	All	Accounting Period:	From: 12 To: 12	Type of Business:	All
Status:	All	Transaction Type:	All	Line of Business:	All	Client Ref./Contract Name:		Reinsurer Reference:	1234
Transaction Reference:									
Placing Company	Reinsured	Contract Name	Client Referen...	LoD	Transaction Type	TY	Accounting Period	Status	
ELRAC Demo-Ce...	ELRAC Demo-Ce...	Marine QS	Cargo Europe	Cargo	Statement of Acc...	2014	01.01.2015 - 31.03.2015	Draft	
ELRAC Demo-Ce...	ELRAC Demo-Ce...	Marine QS	Cargo Europe	Cargo	Statement of Acc...	2015	01.01.2015 - 31.03.2015	Draft	

- o **Submit** - the created template will be submitted to the Reinsurer for verification.

Nota bene:

- ❖ The 'Reinsurer Share' for the 'Type of Business' Quota Share is defined as the share from 'Ceded Cession' and not from 100%. Therefore, the entries should correspond to the ceded and not to 100% figures.

- ❖ The prepopulated entries e.g. Loss Reserves regarding the treaty year 2014, correspond to the submitted entry on the previous account and are editable:

? AU Insured Period: 01.01.2014 - 31.12.2014 - Cargo Europe - Reinsurer Share: 20.00 - TY 2014	
Premium (CR)	Cr
Commission Rate	% 24.00
Commission (calculated) (DB)	Db
Paid Losses (DB)	Db
Cash Claim Regulation (calculated) (CR)	Cr
Loss Reserve out (O/S Losses) (DB)	Db 13'200.00
As at	31.03.2015 (12)
Balance	Cr
Financial Balance	Cr

- ❖ All available fields are defined with a default sign which is Db (amount in Client's favor) or Cr (amount in Reinsurer's favor). In case the entered amount should not correspond to this default sign, please enter a minus sign in front of the amount:

Paid Losses (DB)	Db -640.00
Cash Claim Regulation (calculated) (CR)	Cr
Loss Reserve out (O/S Losses) (DB)	Db -9'877.00

Whenever a positive claim amount is entered, the following warning pop-up is displayed:

 **Technical Transaction**

The entered amount represents a positive claim figure

3.2. Facultative Accounting

All offered functionalities are similar to the 'Treaty Accounting' tab.

3.3. Pending Transactions

On this tab the following transactions are available:

Status
Draft
Blank
Rejected
Submitted

- o **Draft or Blank** transaction has been created and saved but still not submitted.
- o **Submitted** transaction has been submitted but still not confirmed by Reinsurer.

—

- o **Rejected** – transaction has been rejected by Reinsurer and is available for correction (Rejection reason is visible by opening the transaction).

By clicking on the Hyperlink in the column 'Transaction Type', the corresponding transaction will open and will be available for editing and further action.

3.4. Transaction History

On this tab the following transactions are available:

Status
Reversal
Rejected (Historical)
Reversed
Confirmed

- o **Confirmed** – the transaction has been submitted and confirmed by Reinsurer.
- o **Rejected** – the transaction has been rejected by Reinsurer and is again available for entering on the 'Treaty Accounting' tab. The rejection reason is visible by opening the template:


Rejection reason: Referring to our phone call of today please correct the entries regarding Paid Losses and Loss Reserves (no minus sign) and submit again. Thank you

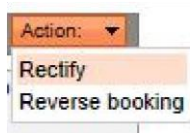
- o **Reversed** – already submitted and confirmed transaction has been opened and reversed via button 'Action', its status changed to reversed and an additional reverse transaction appears automatically as 'Reversal' in the 'Transaction History'.
- o **Reversal** – this is an automatic created reverse transaction in case the original transaction has been reversed or rectified.

By clicking on the Hyperlink in the column 'Transaction Type', the corresponding transaction will open and will be available for further action:

- o **Export to Excel** – by clicking on the Excel-button, the selected transaction will open in an excel sheet. Please note that only a change of percentage of the 'Reinsurer Share' would lead to a recalculation of the 'Financial Balance'. All other changes would not have an impact on the calculation of 'Financial Balance' and if required it should be recalculated manually.



Or



Rectify – by selecting this option via 'Action' button, the template will become available for editing and correction. The next possible step is 'Calculate' and 'Submit' via

'Action' button or  in the corner down left. After submission, the status of the original transaction will be changed to 'Reversed' and an additional reverse transaction appears automatically as 'Reversal' in the 'Transaction History'. **Reverse booking** - by selecting this option via 'Action' button, the original transaction will be reversed (the status will be changed) and an additional reverse transaction appears automatically as 'Reversal' in the 'Transaction History'. The transaction will be then again available for entering on the 'Treaty Accounting' tab.

Nota Bene:

- ❖ 'Rectify' or 'Reverse' of the transaction which has been already included in a year-end calculation (Profit Commission, Sliding Scale Commission, Loss Participation, Portfolio movements etc.) is only possible after reversing of the corresponding year-end calculation.
- ❖ The transaction regarding the MDP's Instalments are processed automatically after the contract has been accepted. They can be found in the 'Transaction History' and available for 'Reverse booking' only ('Rectify' is not possible due to the defined MDP's conditions in the contract set-up).
- ❖ Every transaction has own identification number. By opening a transaction, this number is visible on the end of the https-link on the top:

A screenshot of a web browser's address bar. It shows the URL 'https://sim.swissre.com/webapp/e20/#Transaction,48005'. The number '48005' is highlighted with a blue selection box.

By putting the corresponding number direct at the end of the https-link and clicking 'enter', the transaction will open immediately.

4. Claims

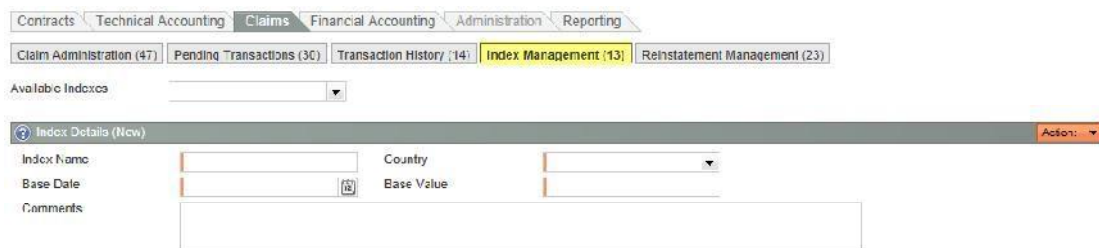
Opening and updating of individual claims in the application is fully in the responsibility of the client.

4.1. Index Management and Reinstatement Management

If indexation and reinstatement are not required according to the treaty conditions, please go straight to the chapter 4.2 Claim Administration.

4.1.1 Create the Index Management

Please go to the Claim tab and open Index Management:



Contracts Technical Accounting **Claims** Financial Accounting Administration Reporting

Claim Administration (47) Pending Transactions (30) Transaction History (14) **Index Management (13)** Reinstatement Management (23)

Available Indexes

Index Details (New) Action:

Index Name Country

Base Date Base Value

Comments

After entering of the following details:

Index Name

Country (choose from drop-down menu)

Base Date

Base Value the Index Row Values per Month and Year will become

available for entry:

Contracts Technical Accounting **Claims** Financial Accounting Administration Reporting

Claim Administration (47) Pending Transactions (30) Transaction History (14) **Index Management (13)** Reinstatement Management (23)

Available Indexes

Index Details (New)

Index Name Country

Base Date Base Value

Comments

Index Row Values

	2015	2014	2013	2012	2011	2010	2009
January						112.00	
February							
March					115.00	113.10	
April							
May					115.40	113.90	
June							
July						114.00	
August					115.80		
September						114.10	
October							
November						114.50	
December						114.60	

By selecting 'Save' option via 'Action' button, your Index will be saved and becomes available in the drop-down menu 'Available Indexes'.

By selecting 'Delete', the created Index will be deleted.

4.1.2 Create the Reinstatement Management

Please go to the 'Claims' tab and open 'Reinstatement Management':

Contracts Technical Accounting **Claims** Financial Accounting Administration Reporting

Claim Administration (47) Pending Transactions (30) Transaction History (14) Index Management (13) **Reinstatement Management (23)**

Available Reinstatements

Reinstatement (New) Action: ▼

Reinstatement Name Number of Reinstatements

Comments

After entering of the following details:

Reinstatement Name

Number of Reinstatements the reinstatement

conditions become available for entry:

Contracts Technical Accounting **Claims** Financial Accounting Administration Reporting

Claim Administration (47) Pending Transactions (30) Transaction History (14) Index Management (13) Reinstatement Management (23)

Available Reinstatements

Reinstatement (New)

Reinstatement Name Number of Reinstatements

Comments

Reinstatement Conditions

Nr.	Reinstatement Premium Type	Amount	Percentage
1	Flat Amount		
2	Flat Amount		

Application \

Reinstatement Types:

o Flat Amount o Free – Reinstatements are free, no additional premium is due o Pro Rata Amount:

$$\frac{\text{XOL Losses Paid} \times \text{XOL Annual Premium}}{\text{XOL Cover}} \times X\%$$

X % = rate agreed in the treaty wording e.g. 50%, 100% etc. o Pro

Rata Temporis:

$$\frac{\text{XOL Losses Paid} \times \text{XOL Annual Premium} \times \text{Number of days remaining}}{\text{XOL Cover}} \times X\%$$

X % = rate agreed in the treaty wording e.g. 50%, 100% etc.

Please select 'Reinstatement Premium Type' and enter the corresponding amount or percentage:

Reinstatement Conditions

Nr.	Reinstatement Premium Type	Amount	Percentage
1	Pro Rata Amount		100.00
2	Pro Rata Amount		100.00

By selecting 'Save' option via 'Action' button, your reinstatement template will be saved and becomes available in the drop-down menu 'Available Reinstatements'.

By selecting 'Delete', the created reinstatement template will be deleted.

Nota Bene:

- ❖ At the moment there is no functionality for handling AAL condition (Annual Aggregate Limit) in ELRAC. Therefore, we offer a workaround by setting up an equivalent number of free reinstatement premiums.

4.2. Claim Administration

4.2.1 Create a New Claim



The screenshot shows the 'Claim Administration' module in the software. The 'New Claim' button is highlighted with a red box. A blue arrow points from the text 'Do you want to create a New Claim?' to the 'New Claim' button.

Meaning of the Column Names

- o **Last Update:** Last date when the claim was updated.
- o **Claim Name:** Claim name entered in the Header section. By clicking on the Hyperlink, a corresponding transaction template will open and will be available for entering.
- o **Claim Ref.:** Claim reference entered in the Header section.
- o **Date of Loss:** Date of loss entered in the Header section.
- o **Currency:** Currency in which the claim is accounted. For legacy claim this field will remain blank.
- o **Total Paid:** From ground up amount already paid for a claim.
- o **Reserve:** From ground up amount of last reserve for a claim.
- o **Last as of Date:** Date to which last created transaction refers.
- o **Claim Status:** Open/Closed.

By clicking on the button **New Claim**, a claim template will become available for creating a new claim and all mandatory values in the Header section need to be filled in (yellow highlighted):

Header

Placing Company

Reinsured

Business Segment

Property and Casualty

Claim Reference

xxx

Reinsurer Claim Reference

Accounting Currency

EUR

Claim Name

xxx

Date of Notification

01.05.2012

Policy Limit

Date of Loss

01.03.2012

Event Name

Claim Status

Open

Brief Claim Description (Cause)

Claim Description

Claim Figure Summary

As of Date

Cash Claim

Reserves

0.00

Cancel, Go Back

Please 'Save' your entries via button 'Action' or 'Cancel'.

After saving, the following options are available via button 'Action':

Action:

Assign Templates

Delete

Edit

- **Delete** – by selecting this option the claim will be deleted.
- **Edit** – by selecting this option the Header will become available for entry of information (e. g. correction).
- **Assign Templates** – by selecting this option the following list becomes available:

Header Action: ▼

Placing Company		Reinsured		Business Segment	Property and Casualty
Claim Reference	XXXX	Reinsurer Claim Reference		Accounting Currency	EUR
Claim Name	XXXX	Date of Notification	01.05.2012	Policy Limit	
Date of Loss	01.03.2012	Event Name		Claim Status	Open
Brief Claim Description (Cause)	Claim Description				
Claim Figure Summary					
As of Date					
Cash Claim					
Reserves					
	0.00				

To Claim Assigned Templates

TY	Type of Business	Layer Number	Line of Business	Accounting Currency	All Client Reference	Order No.
----	------------------	--------------	------------------	---------------------	----------------------	-----------

List of Accounting units that can be assigned to Claim Action: ▼

Treaty Year: 2012 Type of Business: Working Excess of Loss pe Line of Business: All

Contract Name: Search

TY	Type of Business	Layer Number	Line of Business	Accounting Currency	AU Client Reference	Order No.
	MTPL 1.Layer	MTPL 1.Layer	Treaty Business			
☐	2012 Working Excess of Loss pe...	1	MOTOR - Third-Party Liability	EUR	Please Advise	
	MTPL 2.Layer	MTPL 2.Layer	Treaty Business			
☐	2012 Working Excess of Loss pe...	2	MOTOR - Third-Party Liability	EUR	Please Advise	
	MTPL 3.Layer	MTPL 3.Layer	Treaty Business			
☐	2012 Working Excess of Loss pe...	3	MOTOR - Third-Party Liability	EUR	Please Advise	

Show rows: 15 Go To: << 1 >>

Cancel, Go Back

Please select the corresponding row by clicking into the box and entering the 'Order Number':

List of Accounting units that can be assigned to Claim Action: ▼

Treaty Year: 2012 Type of Business: All Line of Business: All

Contract Name: Search

TY	Type of Business	Layer Number	Line of Business	Accounting Currency	AU Client Reference	Order No.
	MTPL 1.Layer	MTPL 1.Layer	Treaty Business			
☒	2012 Working Excess of Loss pe...	1	MOTOR - Third-Party Liability	EUR	Please Advise	1
	MTPL 2.Layer	MTPL 2.Layer	Treaty Business			
☒	2012 Working Excess of Loss pe...	2	MOTOR - Third-Party Liability	EUR	Please Advise	2
	MTPL 3.Layer	MTPL 3.Layer	Treaty Business			
☒	2012 Working Excess of Loss pe...	3	MOTOR - Third-Party Liability	EUR	Please Advise	3

Please confirm your selection by clicking on 'Assign to Claim' via button 'Action' or 'Cancel':

Action: ▼

Assign to Claim

Cancel

The claim assignment leads to the following screen:

Header

Placing Company

Claim Reference

Claim Name

Date of Loss

Brief Claim Description (Cause)

Claim Figure Summary

As of Date

Cash Claim

Reserves

Reinsured

Reinsurer Claim Reference

Date of Notification

Event Name

Business Segment

Accounting Currency

Policy Limit

Claim Status

Property and Casualty

EUR

Open

Claim Description

0.00

To Claim Assigned Templates

TY	Type of Business	Layer Number	Line of Business	Accounting Currency	AU Client Reference	Order No.
2012	Working Excess of Loss per Ri...	1	MOTOR - Third-Party Liability	EUR	Please Advise	1
2012	Working Excess of Loss per Ri...	2	MOTOR - Third-Party Liability	EUR	Please Advise	2
2012	Working Excess of Loss per Ri...	3	MOTOR - Third-Party Liability	EUR	Please Advise	3

Claim related transactions

Creation Date	Paid	Reserved	As of Date	Status	Submission Date
Cancel, Go Back					

The following options are now available via button 'Action':

- o **Assign Templates** assignment of additional templates to the claim.
- o **Create Transaction** accounting of the claim figures up to date.
- o **Delete** – deleting of the created claim template. This option can only be performed as long as the reported claim figures on the related transactions are zero.
- o **Edit** – possibility to edit the sections 'Header' and 'Claim Assigned Templates'.

By selecting of 'Create Transaction', the following template will open:

Claim Header

Status Blank

Action:

Placing Company

Claim Reference

Claim Name

Date of Loss

Brief Claim Description (Cause)

Claim Figure Summary

As of Date

Cash Claim

Reserves

Total

Reinsured

Reinsurer Claim Reference

Date of Notification

Event Name

Business Segment

Accounting Currency

Policy Limit

Claim Status

Property and Casualty

EUR

Open

Claim Description

0.00

Confirmed Transactions

0.00

New From Ground up

01.05.2012

879046.84

300000.00

1179046.84

Transaction Reference

Already reported claim figures in the previous transaction

The new Claim figures From Ground up as of date

Please enter the corresponding 'As of Date' and the claim figures 'New From Ground up' and select 'Calculate' via button 'Action'. In consideration of the entered figures and the treaty claim conditions, the following figures in the assigned claim template will be prepopulated:

Total in the 'New From Ground up'
Cover and Deductible
Loss Amount Cash Claim Request (DB)
Reserves Loss Amount (DB)

If a reinstatement is agreed (selected in the contract set-up), ELRAC will show the following warning:

✖ Error(s) found: Move your cursor over the ✖ to see the detailed error message(s).

Claim Header		Status: Blank		Action: ▼
Placing Company		Reinsured		Business Segment
Claim Reference	XXXX	Reinsurer Claim Reference		Accounting Currency
Claim Name	XXXX	Date of Notification	01.05.2012	Policy Limit
Date of Loss	01.03.2012	Event Name		Claim Status
Brief Claim Description (Cause)	Claim Description			
Claim Figure Summary			Transaction Reference	
	Confirmed Transactions	New From Ground up		
As of Date		01.05.2012		
Cash Claim		879'046.84		
Reserves		300'000.00		
Total	0.00	1'179'046.84		

Claim Transaction Details		
Contract Name: test	Client Reference: Please Advise	Reinsurer Reference:
Type of Business: Working Excess of Loss/Event	Layer Number: 1	Line of Business: MOTOR - Combined
Accounting System: Underwriting Year	Treaty Year: 2012	Insured Period: 01.01.2012 - 31.12.2012
Reinsurer Share: 20.00		

Reinstatement Information	
Available Reinstatements ✖	
Loss Amount Cash Claim Request (DB)	879'046.84
Deductible	XXXXXXXX
100% Claim reinsured (DB)	
Reinstatement Premium (CR)	✖
Reinsurance Already Paid	
Balance	
Reserved Loss Amount (DB)	300'000.00
Cover	XXXXXXXX
100% Reserves reinsured (DB)	
Reinstatement Premium (CR) (calculated)	
Financial Balance	

Claim Transaction Summary	
Payments	Reserves
Already Paid	0.00
Cedent's Share	
Reinsurance Current Transaction	
Reinsurer Share	
Comment	

File Attachment

Cancel, Go Back

Please select the relevant reinstatement condition in the drop-down menu 'Available Reinstatements'. If no corresponding 'Reinstatement Management' template has been created before, please select 'Create New Reinstatement' via 'Action' button. The reinstatement template will open and will be available for entering. The claim transaction can be found afterwards on the 'Pending transactions' tab marked 'Blank' under 'Status' column and is available for further processing.

Please enter zero into the field 'Reinstatement Premium (CR)' and select 'Calculate' via 'Action' button. In case a correction to the ELRAC calculation is required, please enter 'Reinstatement Already Paid' amount with sign (-) and select then 'Calculate'.

According to the entered figures the calculated Reinstatement Premium will be edited and considered in the Balance:

Claim Header		Status: Draft		Action:	
Placing Company		Reinsured		Business Segment	Property and Casualty
Claim Reference	XXXX	Reinsurer Claim Reference		Accounting Currency	EUR
Claim Name	XXXX	Date of Notification	01.05.2012	Policy Limit	
Date of Loss	01.03.2012	Event Name		Claim Status	Open
Brief Claim Description (Cause) Claim Description					
Claim Figure Summary			Transaction Reference		
Confirmed Transactions			New From Ground up		
As of Date			01.05.2012		
Cash Claim			079'046.84		
Reserves			300'000.00		
Total	0.00		1'179'046.84		
Claim Transaction Details					
Contract Name: test		Client Reference: Please Advise		Reinsurer Reference:	
Type of Business: Working Excess of Loss/Event		Layer Number: 1		Line of Business: MOTOR - Combined	
Accounting System: Underwriting Year		Treaty Year: 2012		Insured Period: 01.01.2012 - 31.12.2012	
Reinsurer Share: 20.00					
Reinstatement Information					
Available Reinstatements		MTPL 1. Layer / 2012			
Loss Amount Cash Claim Request (DB)		879'046.84		Reserved Loss Amount (DB)	
Deductible		200'000.00		Cover	
100% Claim reinsured (DB)		679'046.84		100% Reserves reinsured (DB)	
Reinstatement Premium (CR)		0.00		Reinstatement Premium (CR) (calculated)	
Reinsurance Already Paid		0.00		100'701.71	
Balance		509'285.13		Financial Balance	
				101'857.03	
Claim Transaction Summary					
Payments			Reserves		
Already Paid	0.00				
Cedent's Share	369'761.71		179'046.84		
Reinsurance Current Transaction	509'285.13		120'953.16		
Reinsurer Share	101'857.03				
Comment					
File Attachment					
Cancel, Go Back					

The next possible options via 'Action' button:

- o **Save as draft** – the created claim transaction will be saved and available on the 'Pending transactions' tab.
- o **Calculate** – leads to Balance calculation on all claim templates e.g. 3 layers. In case a field has been left blank an error message is displayed – e.g. if there are no reserves please enter zero.
- o **Submit** the created claim transaction will be

submitted to Reinsurer for verification and till confirmation remains on the 'Pending transactions' tab with the status 'Pending'.

- o **Delete** the created claim transaction will be deleted.
- o **Apply Indexation** _ *leads to selection of an available Index.
- o **Create New Reinstatement** _ leads to creation of 'Reinstatement Management' template.

*By selecting 'Apply Indexation', the following field will appear in the Header and the corresponding Index can be selected:

 **Notification(s):** Please select Index Row from Available Indexes list in Claim Figure Summary section or press 'Create New Index' from Action list in case index does not exist.

? Claim Header Status: Draft Action:

Placing Company	Reinsured	Business Segment	Property and Casualty
Claim Reference	Reinsurer Claim Reference	Accounting Currency	EUR
Claim Name	Date of Notification	Policy Limit	
Date of Loss	Event Name	Claim Status	Open
Brief Claim Description (Cause)			
Claim Description			
Claim Figure Summary		Transaction Reference	
Confirmed Transactions		New From Ground up	
No. of Data		01.03.2012	
Cash Claim		879'046.84	
Reserves		300'000.00	
Total	0.00	1'179'046.84	

Available Indexes Index Details

If no corresponding 'Index Management' template was created before, please select 'Create New Index' via button 'Action'. The Index template will open and will be available for entering. The claim transaction can be found afterwards on the 'Pending transactions' tab and is available for further processing.

After selection of the Index, the details will appear immediately:

? Index Clause and Indexation

Index Name	
MTPL 2012	
Country	
Base Date	01.01.2012
Base Value	100.00

And the following section 'Index Clause and Indexation' will be available for entering:

? Index Clause and Indexation

Index Clause	
Base Index Date	01.01.2012
Indexation Method	Full Index Clause
Number of Payments	
Base Index Value	100.00
Indexation of Reserves	Yes
Margin/Franchise in %	%
Indexation Trigger Value	

Please select the 'Indexation Method' accordingly:

Index Clause	
Base Index Date	01.01.2012
Indexation Method	Full Index Clause x
Number of Payments	Full Index Clause
	Severe Inflation Clause
	Clausola UIR

Full Index Clause $\frac{\text{Payment amount} \times \text{Base Index}}{\text{Index on Payment date}}$
 Severe Inflation Clause $\frac{\text{Payment amount} \times \text{Indexation Trigger Value}^*}{\text{Index on Payment date}}$
 *Base Index + Margin
 Clausola UIR

Same calculation as 'Full Index Clause' but:

The indexed/not indexed priority stops at the date when settlements exceed the contractual priority. It will remain unchanged and be applied to the other following settlements/reserves until to its complete definition. Therefore, the index value to be used for all further payments will remain the same as well.

The Index of Payment date to be applied to all payments is the one on the date that settlements exceed the contractual priority

Please define whether reserves need to be indexed by selecting 'Yes' or 'No'. By entering the Margin/Franchise in %, the 'Number of Payments' will be available as well.

Index Clause		Base Index Value		Margin/Franchise in %	
Base Index Date	01.01.2012	Base Index Value	100.00	Margin/Franchise in %	%
Indexation Method	Full Index Clause	Indexation of Reserves	Yes x	Indexation Trigger Value	110.00
Number of Payments			Yes		
			No		

When entering the 'Number of Payments', the following details will become available:

- o **Date of Payment.**
- o **Index Value** _ if a value of the corresponding month has been entered in 'Index Management' that value will be prepopulated here but is available for editing. Otherwise please enter the value accordingly _ the Index Management will be updated accordingly.
- o **Comments** _ possibility to enter Indexation related comment (not mandatory).
- o **Calculation / Indexation** _ please define whether the indexation needs to be applied to 'Deductible' and/or 'Cover'.

Index Clause and Indexation

Index Clause

Base Index Date: 01.01.2012
Base Index Value: 100.00
Margin/Franchise in %: 10.00
Indexation Method: Full Index Clause
Indexation of Reserves: Yes
Indexation Trigger Value: 110.00
Number of Payments: 1

Indexation

Date of Payment	Payment	Index Value	Indexed Payment	Comments
01.05.2012	879'046.34	103.00	879'046.84	
Total Paid	879'046.34		879'046.84	
Reserves	300'000.00		300'000.00	
Total	1'179'046.34		1'179'046.84	
Index Factor				1.00

Calculation

	Nominal	Indexed	Indexation
Layer Number: 1			
Deductible	200'000.00	200'000.00	Yes
Cover	800'000.00	800'000.00	Yes

By selecting the option 'Calculate' via 'Action' button, the indexed figures will be prepopulated to all assigned claim templates stated below:

Claim Transaction Details

Contract Name: test
Type of Business: Working Excess of Loss/Event
Accounting System: Underwriting Year
Reinsurer Share: 20.00

Client Reference: Please Advise
Layer Number: 1
Treaty Year: 2012

Reinsurer Reference:
Line of Business: MOTOR - Combined
Insured Period: 01.01.2012 - 31.12.2012

Reinstatement Information

Available Reinstatements: MTPL 1. Layer / 2012
MTPL 1. Layer / 2012

	Nominal	Indexed Value
Loss Amount Cash Claim Request (DB)	879'046.84	879'046.84
Reserved Loss Amount (DB)	300'000.00	300'000.00
Deductible	200'000.00	200'000.00
Cover	800'000.00	800'000.00
100% Claim reinsured (DB)	679'046.04	679'046.04
100% Reserves reinsured (DB)	120'953.16	120'953.16
Reinstatement Premium (CR)	0.00	0.00
Reinstatement Premium (CR) (calculated)	169'761.71	169'761.71
Reinsurance Already Paid	0.00	0.00
Balance	509'285.13	509'285.13
Financial Balance	101'857.03	101'857.03

Claim Transaction Summary

	Payments	Reserves
Already Paid	0.00	
Cedent's Share	369'761.71	179'046.84
Reinsurance Current Transaction	509'285.13	120'953.16
Reinsurer Share	101'857.03	

Comment

To provide us with any documents or more details please use the Attachment functionality

File Attachment

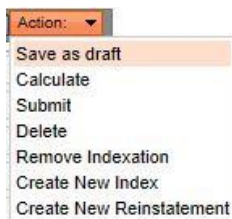
Cancel, Ok, Dash

The 'Comment' box offers the possibility to enter transaction related comments.

When sending us a first advice of a new claim please provide us with the detailed information by attaching it directly into the transaction. Please click on the 'File Attachment' sign down right and upload it:



Once the entries have been completed, please select one of the following relevant options via 'Action' button:

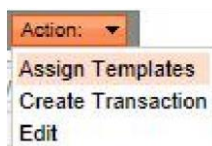


4.2.2 Update an existing claim

Already created claim templates are listed on the 'Claims' tab under 'Claim Administration':

Contracts Technical Accounting Claims Financial Accounting Administration Reporting									
Claim Administration (48) Pending Transactions (32) Transaction History (17) Index Management (13) Reinstatement Management (23)									
? Claim Administration Placing Company: Date of Loss: Claim Status: Reinsured: Claim Ref./Claim Name: Transaction Reference: Reinsurer: All Business Segment: All Search New Claim									
Last Update	Claim Name	Claim Ref.	Date of Loss	Currency	Total Paid	Reserves	Last as of Date	Claim Status	
26.06.2015	Test 20.11.2013	1204	30.06.2013	EUR				Open	
26.08.2015	xxx	xxx	01.03.2012	EUR				Open	
26.08.2015	xxx	xxx	01.03.2012	EUR	879'046.84	550'000.00	30.06.2012	Open	
07.07.2015	xxx	xxx	01.03.2010	EUR				Closed	

By clicking on the Hyperlink in the column 'Claim Name', the corresponding template will be opened, and the following options are available via 'Action' button:



- o **Assign Templates** - assignment of additional templates to the claim.
- o **Create Transaction** - accounting of the claim figures up to date.
- o **Edit** - by selecting this option, the following fields in the Header will be available for entering:

Header						Action: ▼
Placing Company		Reinsured		Business Segment	Property and Casualty	
Claim Reference	xxx	Reinsurer Claim Reference		Accounting Currency	EUR	
Claim Name	xxx	Date of Notification	01.05.2012	Policy Limit		
Date of Loss	01.03.2012	Event Name		Claim Status	Open	
Brief Claim Description (Cause)	Claim Description					

After editing these fields, please select option 'Save' which leads to the following Warning message:



Claim adjustment

You have modified list of Accounting Units assigned to claim. If you will proceed existing transactions with statuses Blank, Draft and Rejected will be deleted.

By selecting 'Yes', the changes will be saved. By selecting 'No', the template is again available for entering and selecting 'Cancel' via 'Action' button.

All related claim transactions are visible at the template bottom and can be opened directly by clicking on the Hyperlink:

Claim related transactions					
Creation Date	Paid	Reserved	As of Date	Status	Submission Date
30.08.2015				Blank	
26.08.2015	879'046.84	550'000.00	30.06.2012	Confirmed	26.08.2015
26.08.2015	0.00	0.00	15.06.2012	Rejected (Historical)	26.08.2015
26.08.2015	0.00	0.00	15.06.2012	Confirmed	26.08.2015

- **Status Draft or Blank** – the transaction has been created but still not submitted and is available on the 'Pending transactions' tab.
- **Status Pending** the transaction has been submitted but still not confirmed by Reinsurer and is visible on the 'Pending transactions' tab (no editing possible).
- **Status Confirmed** – the transaction has been submitted and confirmed by Reinsurer (reversal is not possible anymore).
- **Status Rejected** the transaction has been submitted but rejected by Reinsurer.

Nota Bene:

- ❖ Please note that in case a related claim transaction has been already created but still not submitted or submitted but still not confirmed by Reinsurer, there is no action possible and the following Warning message appears when opening the claim template:

Warning(s) found: Edit of current Claim is disabled. There are Draft/Blank/Rejected transactions which should be deleted before edit. Or claim is currently in review process on reinsurance side and can not be edited until it has been confirmed or rejected

Header

Placing Company		Reinsured		Business Segment	Property and Casualty
Claim Reference	XXXX	Reinsurer Claim Reference		Accounting Currency	EUR
Claim Name	XXXX	Date of Notification	01.05.2012	Policy Limit	
Date of Loss	01.03.2012	Event Name		Claim Status	Open
Brief Claim Description (Cause)	Claim Description				
Claim Figure Summary					
As of Date					
Cash Claim					
Reserves	0.00				

To Claim Assigned Templates

TY	Type of Business	Layer Number	Line of Business	Accounting Currency	AJ Client Reference	Order No.
2012	Working Excess of Loss/Event	1	MOTOR - Combined	EUR	Please Advise	1

Claim related transactions

Creation Date	Paid	Reserved	As of Date	Status	Submission Date
26.08.2015	879'046.34	300'000.00	01.05.2012	Pending	30.08.2015

Cancel, Or Blank

- ❖ Should a claim be paid during the insured period based on the MDP, a correction to the reinstatement premium will be performed automatically in ELRAC as soon as the adjustment premium is reported. Please enter zero into the field 'Reinstatement Premium Adjustment (CR)' unless a correction to calculated value is needed.

4.3. Pending Transactions

All created claim transactions in Status 'Blank', 'Draft', 'Pending' or 'Rejected' are listed on the 'Pending Transactions' tab. By clicking on the Hyperlink the transaction will open:

Contracts Technical Accounting **Claims** Financial Accounting Administration Reporting

Claim Administration (48) **Pending Transactions (32)** Transaction History (18) Index Management (13) Reinstatement Management (23)

Pending Transactions

Placing Company: All Reinsured: Claim Ref./Claim Name: Business Segment: All Status: All Transaction Reference: Search

Placing Company	Reinsured	Claim Name	Claim Ref.	Date of Loss	Status	Submission Date
ELRAC Demo Cedant	ELRAC Demo Cedant	xxxx	xxxx	28.02.2010	Draft	
ELRAC Demo-Cedant	ELRAC Demo-Cedant	Claims Test	1111	08.07.2013	Blank	
ELRAC Demo Broker	ELRAC Demo-Cedant	Flood loss	1111	30.01.2007	Rejected	04.03.2013
ELRAC Demo-Cedant	ELRAC Demo-Cedant	Test	12345	15.05.2013	Pending	12.03.2015
ELRAC Demo-Cedant	ELRAC Demo-Cedant	xxx	12345	30.01.2007	Pending	23.10.2013

- **Status Blank** – the transaction has been created but no entries done.
- **Status Draft** – the transaction has been created but still not submitted
- **Status Pending** – the transaction has been submitted but still not confirmed by Reinsurer (no editing possible).
- **Status Confirmed** – the transaction has been submitted and confirmed by Reinsurer (reversal is not possible anymore).

Status Rejected –

- the transaction has been submitted but rejected by Reinsurer. (Rejection reason is a mandatory field and is visible on the transaction red highlighted). By opening the transaction, the entries are available for adjustment or correction and re-submission.

4.4. Transaction History

All created claim transactions in Status 'Rejected' or 'Confirmed' are listed on the 'Transaction History' tab. By clicking on the Hyperlink, the transaction will open.

Contracts Technical Accounting **Claims** Financial Accounting Administration Reporting

Claim Administration (48) Pending Transactions (32) **Transaction History (18)** Index Management (13) Reinstatement Management (23)

Transaction History

Placing Company: Reinsured: Claim Ref./Claim Name: Business Segment: All Status: Transaction Reference: Search

Claim Name	Claim Ref.	Date of Loss	Currency	Total Paid	Reserves	As of Date	Transactions	Status
xxxx	xxxx	01.03.2012	EUR	0.00	0.00	15.06.2012		Rejected (Historical)
xxx	xxx	01.03.2012	EUR	0.00	0.00	15.06.2012		Confirmed

Please note that there is no possibility to rectify or reverse a claim transaction once confirmed. Any correction would have to be made via a new transaction. A rejected transaction is available for adjustment or correction on 'Pending Transactions' tab as long as no new transaction (new claim movement up to date) has been submitted.

5. Financial Accounting

On the 'Financial Accounting' tab a financial statement for all processed technical and claim transactions can be created by client or by reinsurer. This functionality simplifies and supports the timely handling of financial balances, but it does not generate any automatic payment.

5.1. Current Account

All processed technical and claim transactions are listed in the 'Current Account' tab. The filter for all 'Open transactions' is pre-defined:

Contracts
Technical Accounting
Claims
Financial Accounting
Administration
Reporting

Current Account (910)
Pending Statements (17)
Transaction History (16)

? Current Account

Placing Company: All Reinsured: Reinsurer:
Transaction Type: All Status: **Open Transaction** Accounting Currency: EUR
Creation Date From: to: Description:
Enable Single Row Display:
Search Create Statement

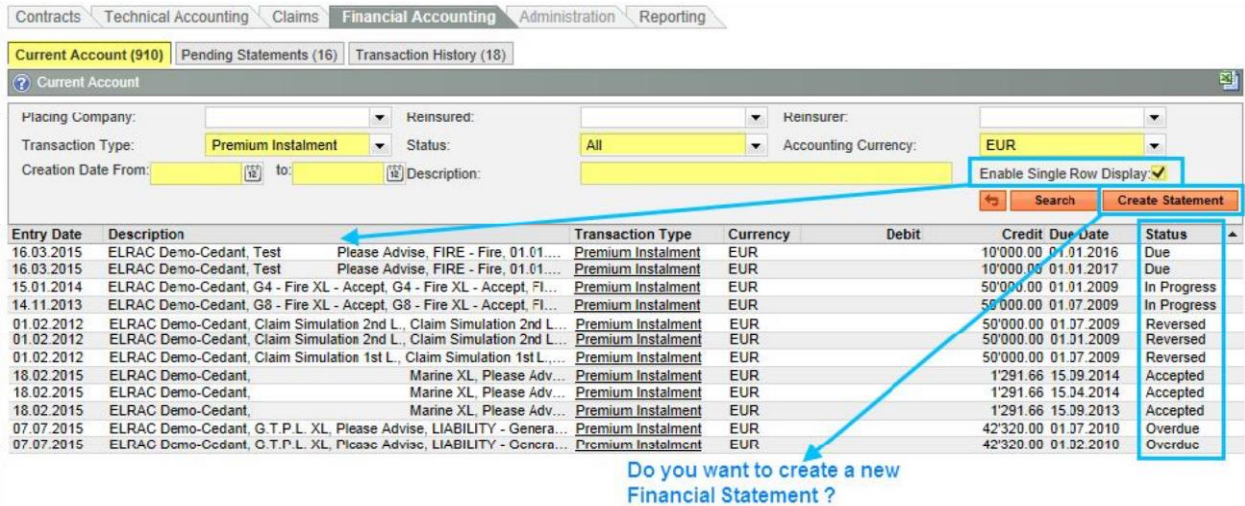
Entry Date	Description	Transaction Type	Currency	Debit	Credit	Due Date	Status
30.08.2015	ELRAC Demo-Cedant, xxx, xxx, 01.03.2012, 01.05.2012	Claim P&C	EUR	101'857.03		30.08.2015	Overdue
26.08.2015	ELRAC Demo-Cedant, xxx, xxx, 01.03.2012, 30.06.2012	Claim P&C	EUR		0.00	26.08.2015	Overdue
26.08.2015	ELRAC Demo-Cedant, xxx, xxx, 01.03.2012, 30.06.2012	Claim P&C	EUR		0.00	26.08.2015	Overdue
26.08.2015	ELRAC Demo-Cedant, xxx, xxx, 01.03.2012, 30.06.2012	Claim P&C	EUR		12'241.93	26.08.2015	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Cargo, 01.01.2014 - 31.12.2015	Statement of Account	EUR		8'393.60	31.03.2015	Overdue
16.03.2015	ELRAC Demo-Cedant, Test 01.01.2015 - 31.12.2015, Please Advise, FIRE - Fire,	Premium Instalment	EUR		10'000.00	01.01.2017	Due
31.03.2015	ELRAC Demo-Cedant, Test Damages, 01.01.2008 - 31.12.2010, Please Advise, FIRE - Fire Material	Portfolio Entry	EUR		144'500.00	31.03.2008	Overdue
31.03.2015	ELRAC Demo-Cedant, Test Damages, 01.01.2007 - 31.12.2008, Please Advise, FIRE - Fire Material	Portfolio Withdrawal	EUR	144'500.00		30.03.2008	Overdue

Meaning of the Column Name:

- o **Entry Date:** The date when the displayed transaction has been confirmed.
- o **Description:** Based on the contract header the following information appears as reference: Placing company, Reinsured (only if different to placing company), Contract Name, Client Reference, Line of Business and Insured Period.
- o **Transaction Type:** Statement of Account, Profit Dependent Commission, Premium Instalment, Premium Adjustment, Premium Entry & Withdrawal, Combined Statement or Claim transaction. By clicking on the Hyperlink the transaction will open.
- o **Currency:** Currency in which the transaction has been accounted.
- o **Debit:** All displayed amounts are in favor of the client.
- o **Credit:** All displayed amounts are in favor of the reinsurer.
- o **Due Date:** Payment Due Date (based on the conditions on the contract header).
- o **Status:**
 - **Accepted** – the corresponding transaction has already been included in a financial statement and accepted.
 - **Rectified and Reversed** – the corresponding transaction has been rectified or reversed and cannot be included in a financial statement.
 - **In Progress** – the corresponding transaction has been included in a financial statement, which has not yet been accepted.
 -

Due and Overdue – the corresponding transaction has not yet been included in a financial statement.

In order to filter source data, the following attributes can be defined and/or selected from the drop-down menu and the description can be collapsed to single row by ticking the box 'Enable Single Row Display' in the header:



Contracts Technical Accounting Claims **Financial Accounting** Administration Reporting

Current Account (910) Pending Statements (16) Transaction History (18)

Current Account

Placing Company: Reinsured: Reinsurer:

Transaction Type: Premium Instalment Status: All Accounting Currency: EUR

Creation Date From: to: Description: Enable Single Row Display ☒

Search Create Statement

Entry Date	Description	Transaction Type	Currency	Debit	Credit	Due Date	Status
16.03.2015	ELRAC Demo-Cedant, Test Please Advise, FIRE - Fire, 01.01....	Premium Instalment	EUR	10'000.00	01.01.2016	Due	
16.03.2015	ELRAC Demo-Cedant, Test Please Advise, FIRE - Fire, 01.01....	Premium Instalment	EUR	10'000.00	01.01.2017	Due	
15.01.2014	ELRAC Demo-Cedant, G4 - Fire XL - Accept, G4 - Fire XL - Accept, FI...	Premium Instalment	EUR	50'000.00	01.01.2009	In Progress	
14.11.2013	ELRAC Demo-Cedant, G8 - Fire XL - Accept, G8 - Fire XL - Accept, FI...	Premium Instalment	EUR	50'000.00	01.07.2009	In Progress	
01.02.2012	ELRAC Demo-Cedant, Claim Simulation 2nd L., Claim Simulation 2nd L...	Premium Instalment	EUR	50'000.00	01.07.2009	Reversed	
01.02.2012	ELRAC Demo-Cedant, Claim Simulation 2nd L., Claim Simulation 2nd L...	Premium Instalment	EUR	50'000.00	01.01.2009	Reversed	
01.02.2012	ELRAC Demo-Cedant, Claim Simulation 1st L., Claim Simulation 1st L...	Premium Instalment	EUR	50'000.00	01.07.2009	Reversed	
18.02.2015	ELRAC Demo-Cedant, Marine XL, Please Adv...	Premium Instalment	EUR	1'291.66	15.09.2014	Accepted	
18.02.2015	ELRAC Demo-Cedant, Marine XL, Please Adv...	Premium Instalment	EUR	1'291.66	15.04.2014	Accepted	
18.02.2015	ELRAC Demo-Cedant, Marine XL, Please Adv...	Premium Instalment	EUR	1'291.66	15.09.2013	Accepted	
07.07.2015	ELRAC Demo-Cedant, G.T.P.L. XL, Please Advise, LIABILITY - Genera...	Premium Instalment	EUR	42'320.00	01.07.2010	Overdue	
07.07.2015	ELRAC Demo-Cedant, G.T.P.L. XL, Please Advise, LIABILITY - Genera...	Premium Instalment	EUR	42'320.00	01.02.2010	Overdue	

Do you want to create a new Financial Statement ?

5.1.1. Create a Financial Statement

To create a financial statement please click on the button 'Create Statement'. The template will open and the following mandatory fields (marked yellow) become available:



Financial Statement Status: Draft Action: ▼

Financial Statement Name: Marine QS, 2nd Quarter 201 Payment Currency: EUR

Placing Company: Reinsured: Reinsurer:

Creation Date From: to: Search

Entry Date	Description	Transaction Type	Currency	Debit	Credit	Due Date	Status
------------	-------------	------------------	----------	-------	--------	----------	--------

Cancel, Go Back

Usually the fields 'Placing Company', 'Reinsured' and 'Reinsurer' are pre-defined (a separate financial statement needs to be set up for each placing company and reinsurer). By clicking the button 'Search', the matching transactions will be listed and can be selected for the financial statement by ticking the box on the right:

Financial Statement Status: Draft

Financial Statement Name: Payment Currency:

Placing Company: Reinsured: Reinsurer:

Creation Date From: to:

Entry Date	Description	Transaction Type	Currency	Debit	Credit	Due Date	Status
30.08.2015	ELRAC Demo-Cedant, xxx, xxx, 01.03.2012, 01.05.2012	Claim P&C	EUR	101'857.03		30.08.2015	Overdue
26.08.2015	ELRAC Demo-Cedant, xxx, xxx, 01.03.2012, 30.06.2012	Claim P&C	EUR		0.00	26.08.2015	Overdue
26.08.2015	ELRAC Demo-Cedant, xxx, xxx, 01.03.2012, 30.06.2012	Claim P&C	EUR		0.00	26.08.2015	Overdue
26.08.2015	ELRAC Demo-Cedant, xxx, xxx, 01.03.2012, 30.06.2012	Claim P&C	EUR		12'241.93	26.08.2015	Overdue
26.08.2015	ELRAC Demo-Cedant, xxx, xxx, 01.03.2012, 15.06.2012	Claim P&C	EUR		0.00	26.08.2015	Overdue
21.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Car...	Statement of Account	USD		3'751.20	31.03.2015	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Car...	Statement of Account	EUR		6'894.40	29.12.2014	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Car...	Statement of Account	USD		5'251.76	28.09.2014	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Car...	Statement of Account	EUR		1'756.40	28.09.2014	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Car...	Statement of Account	USD		725.60	29.06.2014	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Car...	Statement of Account	EUR		9'880.00	29.06.2014	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Car...	Statement of Account	EUR		8'393.60	31.03.2015	Overdue
07.07.2015	ELRAC Demo-Cedant, G.T.P.L. XL, Please Advise, LIABILITY - ...	Premium Instalment	EUR	42'320.00		01.07.2010	Overdue

Action:

Once the selection is completed please choose 'Continue' via 'Action' button. The corresponding financial statement will be drafted:

Financial Statement Status: Draft

Financial Statement Name: Payment Currency:

Placing Company: Reinsured: Reinsurer:

Entry Date	Description	Transaction Type	Currency	Debit	Credit	Due Date	Status
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Cargo, 01...	Statement of Account	EUR		6'894.40	29.12.2014	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Cargo, 01...	Statement of Account	EUR		1'756.40	28.09.2014	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Cargo, 01...	Statement of Account	EUR		9'880.00	29.06.2014	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Cargo, 01...	Statement of Account	EUR		8'393.60	31.03.2015	Overdue
	Total EUR				26'924.40		
21.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Cargo, 01...	Statement of Account	USD		3'751.20	31.03.2015	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Cargo, 01...	Statement of Account	USD		5'251.76	28.09.2014	Overdue
19.08.2015	ELRAC Demo-Cedant, Marine QS, Cargo Europe, MARINE - Cargo, 01...	Statement of Account	USD		725.60	29.06.2014	Overdue
	Total USD				9'728.56		
	Exchange Rate to EUR		EUR				
	Total Balance		EUR		26'924.40		
	Comment						

Whenever a financial statement contains at least one currency which is not equal to the selected payment currency, an exchange rate value needs to be entered and the respective balances will be recalculated.

By clicking on the excel icon on the left of the 'Action' button, the drafted financial statement will be exported to an excel file.

The comment box at the bottom offers the possibility of entering a comment/additional information relating to the financial statement that has been created.

The following options are available via 'Action' button:



- o **Add non ELRAC balances** _ possibility to include a financial position which has been processed outside of ELRAC e.g. facultative premium.
- o **Adjust selection** _ possibility to adjust the selection.
- o **Submit** _ submission of the drafted financial statement.

After submission, the status of all included transactions will change to 'In Progress' and the counterparty will receive a system generated email including a link to the financial statement in ELRAC. Until the financial statement has been accepted by the counterparty it is available on the 'Pending Statements' tab.

Dear ELRAC user,

Please note that the following Financial Statement requires verification. <LINK>

This is a system-generated email.

Kind Regards.

Dear ELRAC user,

Please note that the following Financial Statement has been accepted. <LINK>

This is a system-generated email.

Kind Regards.

5.2. Pending Statements

All submitted but not yet accepted financial statements are listed on the 'Pending Statements' tab:

Contracts

Technical Accounting

Claims

Financial Accounting

Administration

Reporting

Current Account (910)

Pending Statements (17)

Transaction History (18)

?

Placing Company:

All

Reinsured:

Reinsurer:

All

Status:

All

Payment Currency:

EUR

Creation Date From:

to:

Financial Statement Name:

Search

Creation Date	Placing Company	Reinsured	Reinsurer	Financial Statement Name	Currency	Payment Amount	Status
03.09.2015	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	Marine QS, 2nd Quarter 2015	EUR	26'924.40	Submitted
30.06.2015	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	Test Financial Statement	EUR	175'172.37	Submitted
20.02.2015	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	Fire Surplus 1st quarter	EUR	-285'000.00	Submitted
26.03.2014	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	Sald. al 30/6/2009	EUR	148'464.00	Submitted
04.03.2014	ELRAC Demo Broker	ELRAC Demo-Cedant	ELRAC Branch	Premium Adjustment	EUR	5'500.00	Submitted b...
03.03.2014	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	xxx	EUR	-7'000.00	Submitted by Reinsurer
03.03.2014	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	xxx	EUR	-51'250.00	Submitted
15.01.2013	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	1HY 2011	EUR	242'900.00	Submitted

Status 'Submitted' – the financial statement has been submitted by the placing company and is currently pending for verification by the reinsurer.

Status 'Submitted by Reinsurer' – the financial statement has been submitted by the reinsurer and is pending for verification by the placing company.

By clicking on the Hyperlink 'Financial Statement Name' the template will open and can be accepted or rejected via 'Action' button:

- o **Accept** – the status of all included transactions will change to 'Accepted/Closed' on the 'Current Account' tab and the 'confirmed' financial statement is visible on the 'Transaction History' tab.
- o **Reject** – when selecting this option, entry of a rejection reason is necessary. The status of all included transactions will change to 'Due' or 'Overdue' on the 'Current Account' tab and the 'rejected' financial statement is visible on the 'Transaction History' tab.

5.3. Transaction History

All confirmed (accepted) or rejected financial statements are listed on the 'Transaction History' tab:

Contracts

Technical Accounting

Claims

Financial Accounting

Administration

Reporting

Current Account (910)

Pending Statements (14)

Transaction History (21)

?

Placing Company:

Reinsured:

Reinsurer:

Status:

All

Payment Currency:

All

Creation Date From:

to:

Financial Statement Name:

Search

Creation Date	Placing Company	Reinsured	Reinsurer	Financial Statement Name	Curre... ▲	Payment Amount	Status
31.08.2015	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	PDC test	EUR	-58'108.80	Confirmed
28.05.2015	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	2014	EUR	140'000.00	Confirmed
16.03.2015	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	clean up	EUR	98'363.75	Rejected
28.05.2014	ELRAC Demo Broker	ELRAC Demo-Cedant	ELRAC Branch	FinStoA	EUR	30'000.00	Confirmed
04.03.2014	ELRAC Demo Broker	ELRAC Demo-Cedant	ELRAC Branch	xxx Premium	EUR	5'500.00	Rejected
21.02.2014	ELRAC Demo-Cedant	ELRAC Demo-Cedant	ELRAC Branch	Q1 2014	EUR	19'822.50	Confirmed
07.11.2013	ELRAC Demo Broker	ELRAC Demo-Cedant	ELRAC Branch	xxx	EUR	-2'034.38	Confirmed
07.11.2013	ELRAC Demo Broker	ELRAC Demo-Cedant	ELRAC Branch	xxx	EUR	45'500.00	Confirmed

By clicking on the Hyperlink 'Financial Statement Name', the template will open and the details will be visible. The confirmed statement is completed, therefore 'Reverse' or 'Rectify' is not possible, only transfer to Excel:

[Export to Excel](#)


Financial Statement		Status: Confirmed	
Financial Statement Name:	xxx	Payment Currency:	USD
Placing Company:		Reinsured:	
		Reinsurer:	

Entry Date	Description	Transaction Type	Currency	Debit	Credit	Due Date	Status
02.03.2012	ELRAC Demo-Cedant, A1 Fire Surplus PC, Please Advise, FIRE - Fire...	Statement of Account	USD		35'000.00	15.04.2010	Accepted
	Total USD		USD		35'000.00		
	Total Balance		USD		35'000.00		
	Comment						

[Cancel, Go Back](#)

On the rejected statement the reason is highlighted in red. The corresponding transactions are listed on the 'Current Account' and can be included in a new financial statement (Status 'Due' or 'Overdue'):

Financial Statement		Status: Rejected	
Financial Statement Name:	xxx Premium	Payment Currency:	EUR
Placing Company:		Reinsured:	
		Reinsurer:	


Rejection reason: Test

Entry Date	Description	Transaction Type	Currency	Debit	Credit	Due Date	Status
07.11.2013	ELRAC Demo Special Broker, ELRAC Demo-Cedant, OAL - Test Spec...	Statement of Account	EUR		5'500.00	30.03.2012	
	Total EUR		EUR		5'500.00		
	Total Balance		EUR		5'500.00		
	Comment						

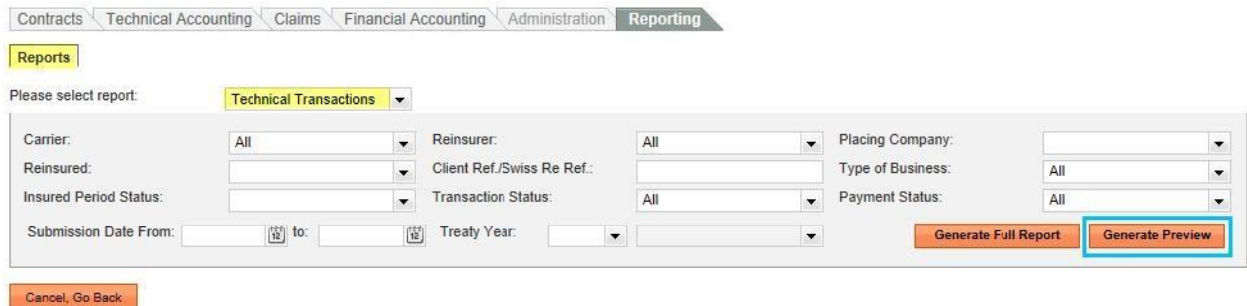
[Cancel, Go Back](#)

6. Administration

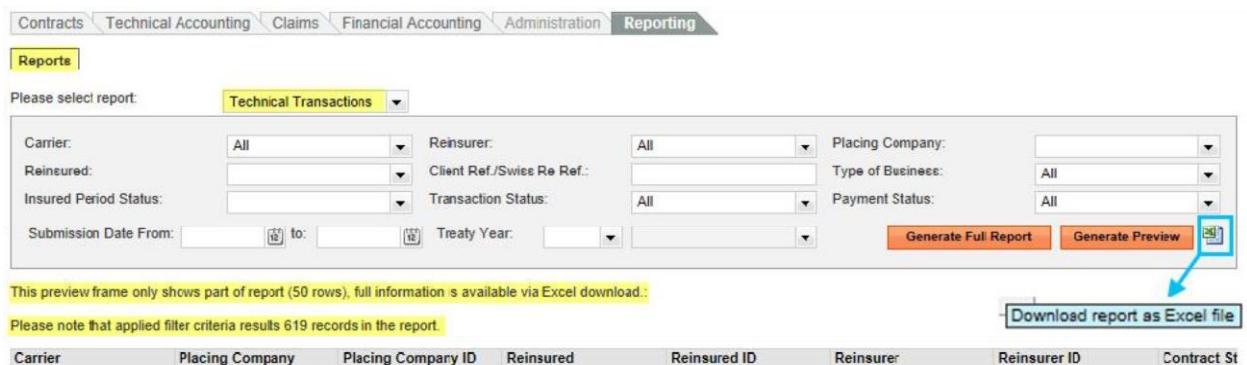
The 'Administration' tab is accessible for Reinsurer only.

7. Reporting

To create a full or filtered transaction report or to search for a specific transaction, there is a possibility on the 'Reporting' tab:



Please define the criteria for filtering or leave the fields blank (full report) and press 'Generate Preview'. The reported results depend on the volume of all technical transactions processed in the past (on the example below 619 records are reported). By clicking on the Excel icon, the results will be transferred into an Excel file:



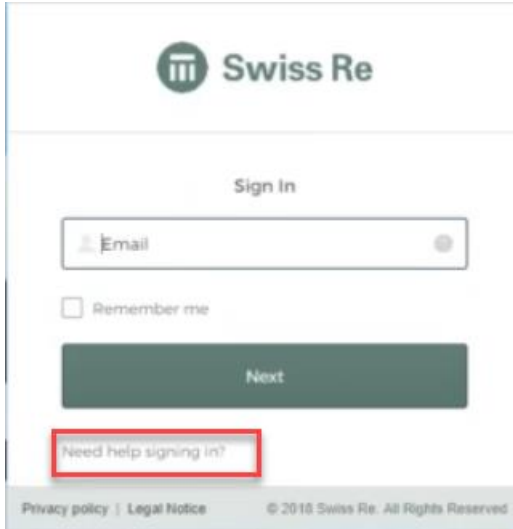
On the report the following attributes are included:

Carrier	Placing Company	Placing Company ID	Reinsured	Reinsured ID	Reinsurer	Reinsurer ID	Contract Status	Contract Name	Client Reference
Reinsurer Reference	Special Accounting Condition	Type of Business	Surplus/layer No.	Line of Business	Accounting System	Accounting Currency	Insured Period		
Accounting Period	Compressed Recording	Template Type	Template Period	Transaction ID	Accessible by	Due Dy	Transaction Status	Submission Date	Validation Date
Balance	Reinsurer Share	Financial Balance	Due Date	Payment Status	Part of CS	Is Primary Template	Attachment Exist	Transferred	

8. Contact us

- o For client specific related ELRAC problems please contact your 'Contact_Elrac@swissre.com'
- o

- o Regarding the login issue, please use the links including the instructions direct on the login page:



The image shows a screenshot of the Swiss Re 'Sign In' page. At the top is the Swiss Re logo. Below it is the heading 'Sign In'. There is a text input field labeled 'Email' with a small eye icon to its right. Below the input field is a checkbox labeled 'Remember me'. Underneath the checkbox is a dark green button labeled 'Next'. At the bottom of the sign-in section, the text 'Need help signing in?' is highlighted with a red rectangular border. The footer of the page contains the links 'Privacy policy' and 'Legal Notice', followed by the copyright notice '© 2018 Swiss Re. All Rights Reserved'.

Or contact: 'Contact_Elrac@swissre.com'