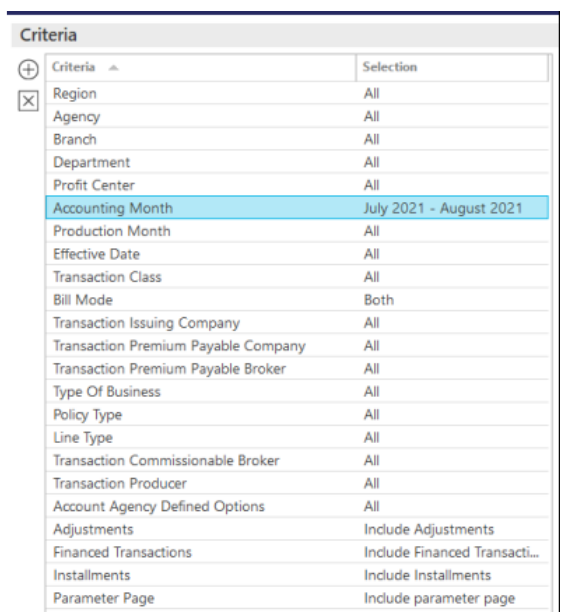
Epic Instructions
Transaction Detail Report

Login to Epic, and from the home screen:

1. Select “Reports/Marketing” in the left navigation
2. Select “Transaction” (hover over and left click once); a list of default (“canned”) reports will come into view
3. Highlight “Production Report – Modified” from the list of reports.
4. Click “Actions,” choose “Copy Report To” a separate window will open.
5. In the Copy Report window:
    a. Tick the box beside “My Reports”
    b. In the “Name” field, type “AKPI Transaction Detail Report.”
    c. Feel free to make any comments in the comment box you may want about this report.
    d. Click Finish
6. Navigate to “My Reports” on the left menu, find your AKPI Transaction Detail Report.
7. Double click on the report or highlight and click the edit pencil. The “Criteria” page will open

From the Criteria Page:

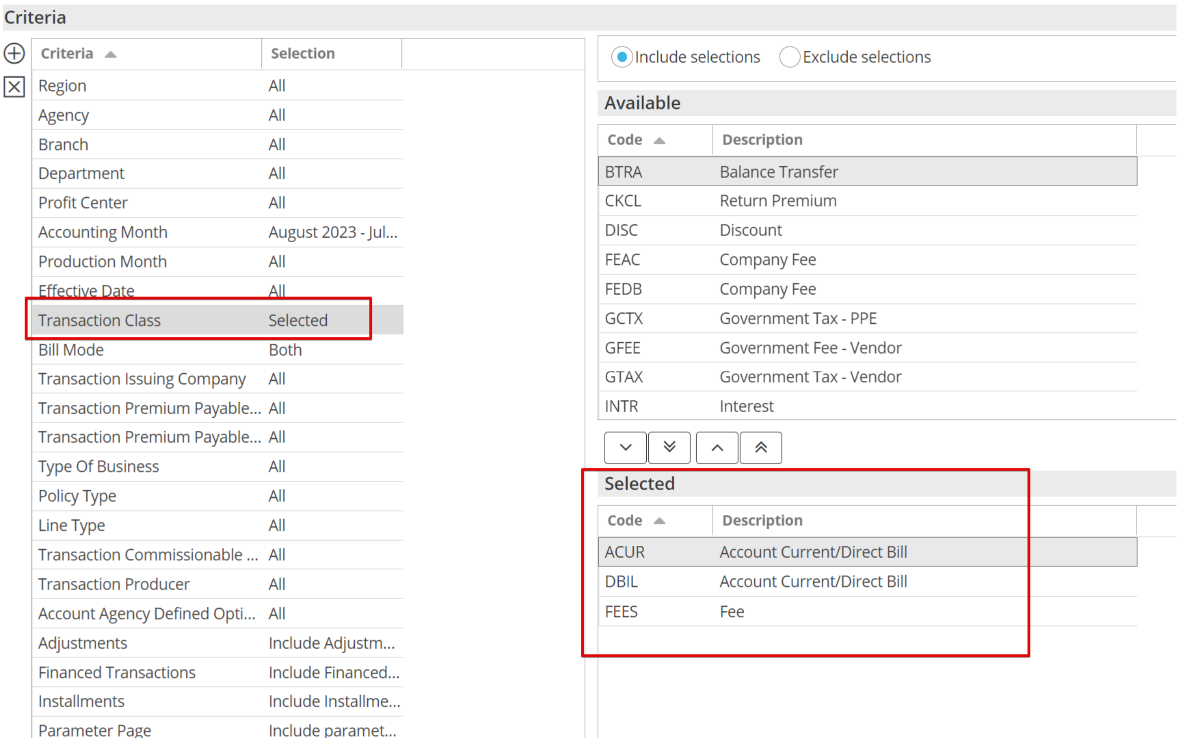
8. Click through each criterion and set as follows *(For this section, if an item needs to be moved from “Available” to “Selected” (large sections on right side of page), click on the item in the “Available” box and use the arrows between boxes to move from “Available” to “Selected”):*
    a. Region - ALL
    b. Agency - ALL
    c. Branch - ALL
    d. Department - ALL
    e. Profit Center - ALL
    f. Accounting Month – click the radio button beside “Range,” untick the Open boxes, input your From and To dates for a 12 month move.
    g. Production Month – ALL
    h. Effective Date – ALL
    i. Transaction Class - (see step #9 below with screenshot)
    j. Bill Mode – Both
    k. Transaction Issuing Company - ALL
    l. Transaction Premium Payable Company - ALL
    m. Transaction Premium Payable Broker – ALL
    n. Type of Business – ALL
    o. Policy Type – ALL
    p. Line Type – ALL
    q. Transaction Commissionable Broker – ALL
    r. Transaction Producer – ALL
    s. Account Agency Defined Options - ALL
    t. Adjustments - Include Adjustments
    u. Financed Transactions - Include Financed Transactions
    v. Installments - Include Installments
    w. Parameter Page – Include parameter page



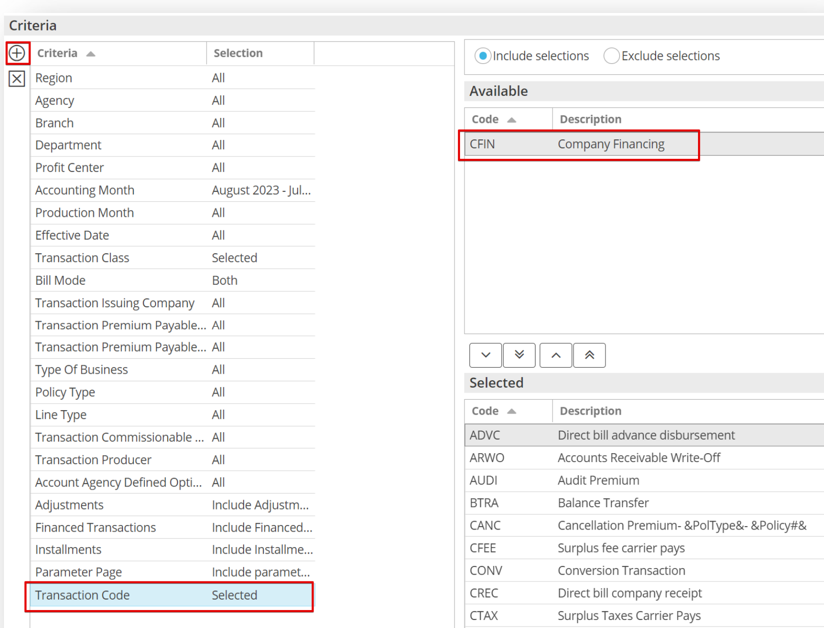
Criteria

Criteria	Selection
Region	All
Agency	All
Branch	All
Department	All
Profit Center	All
Accounting Month	July 2021 - August 2021
Production Month	All
Effective Date	All
Transaction Class	All
Bill Mode	Both
Transaction Issuing Company	All
Transaction Premium Payable Company	All
Transaction Premium Payable Broker	All
Type Of Business	All
Policy Type	All
Line Type	All
Transaction Commissionable Broker	All
Transaction Producer	All
Account Agency Defined Options	All
Adjustments	Include Adjustments
Financed Transactions	Include Financed Transacti...
Installments	Include Installments
Parameter Page	Include parameter page

9. For the Transaction Class, we should ONLY have these codes selected; ACUR, DBIL, and FEES.



10. This selection will include the CFIN transaction which will need to be removed. To do this, criteria needs to be added to the report for the Transaction Code to exclude the CFIN code. Follow these steps to remove CFIN:
    a. In the Modify Criteria area, click the + sign to add criteria.
    b. Double-click the Production Report folder
    c. Double-click the Transaction folder and select Transaction Code.
    d. Go back to the Transaction Class in the main criteria screen and exclude the CFIN code.

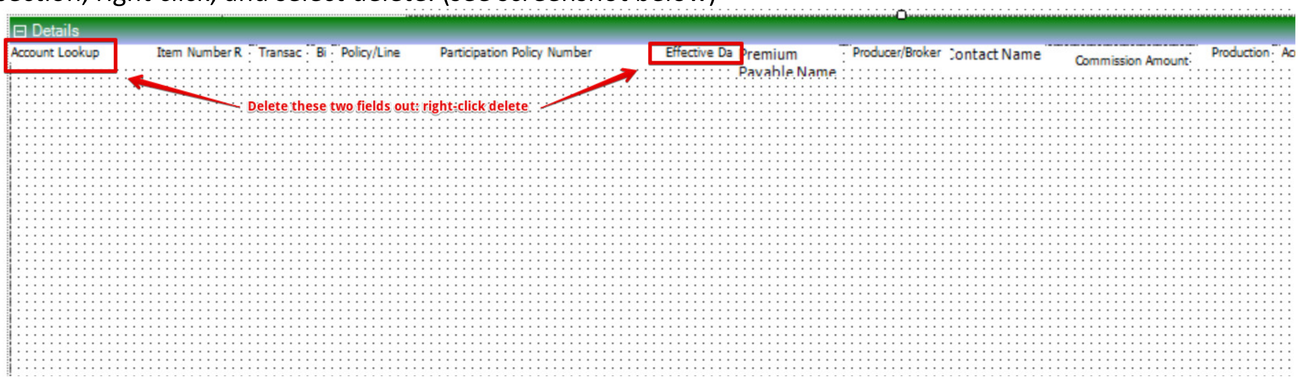


11. In the far-left column under “AKPI Transaction Detail Report” click “Layouts”
12. Highlight the Transaction Detail Layout (or Complete Detail) in the list and make sure the Print tick box is checked under the Detail section at the bottom. Untick the check box for all other layouts in the list.
    a. NOTE: Some systems only show "Summary" and "Complete Detail". If this is the case for you, please select "Complete Detail" and continue. All other Layouts should show No in the Print column.
13. With the Transaction Detail/Complete Detail layout highlighted, click the pencil edit button *(Double-clicking “Transaction/Complete Detail” will accomplish the same thing)*
14. The “Output Builder” screen will open

From the Output Builder Screen:

15. Click on the blue bar labeled “Details.” This will turn the bar green and give you two small white boxes in the middle of the upper green bar and lower blue bar. Hover over the bottom white box until you see the double arrow icon
    a. Click and hold to drag the arrow down to increase the size of the “Details” box
    b. Make this as big as you would like, there are several items to add to this box
    c. *NOTE: It does not matter where you put the additional fields below as long as it is in the “Details” box. However, it may be helpful to line the fields up horizontally in the event edits are needed with future updates.*

16. In the details section, locate both “Account Lookup” and the “Effective Date” fields along the top line in the section, right click, and select delete. (see screenshot below)



17. Double Click on the “Production Report” folder, then double click on the “Servicing Roles” folder. Click into the primary ***Account Manager*** subfolder (this folder name may be different depending on your agency’s servicing role setup) and select “Name.” Drag and drop the field into the details section of the layout. Once you drag the last name field into the details section, click the back arrow *twice*.

18. Double click the “Policy” folder. Highlight each of the following individually then drag and drop the selected data into the details section of the layout:
    a. Account Name
    b. Account Lookup Code
    c. Policy Effective Date
    d. Policy Expiration Date

19. In the left column, click the back arrow once.
20. Double click the “Billed To” folder. Then double click the “Main Business Contact” folder, double click the “Main Business Contact Info” folder, highlight the Main Bus. Contact Primary Number, then drag and drop it into the details section.

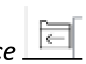
21. Click the back arrow folder once.
22. Double click the “Main Business Contact Address” folder. Highlight each of the following individually then drag and drop the selected data into the details section of the layout:
    a. Main Bus. Contact Address Line 1
    b. Main Bus. Contact City
    c. Main Bus. Contact State/Province
    d. Main Bus. Contact Postal Code

23. In the left column, click the back arrow folder at the top of the list under the Data tab *three* times.

24. Double click the “Commission” folder. Highlight each of the following individually then drag and drop the selected data into the details section of the layout:
    a. Premium Payable Name
    b. Premium Payable Code
    c. Issuing Company Name
    d. Issuing Company Code
    e. Transaction Line Status Code
    f. Transaction Line Status Description

25. Double click the “Producer Broker” folder. Highlight each of the following individually then drag and drop the selected data into the details section of the layout:
    a. Production Credit (%)
    b. Producer/Broker Name
    c. Producer/Broker Commission Amount

26. In the left column, click the back arrow folder at the top of the list under the Data tab *once*. 
27. Double click on the “First Producer” folder. Highlight each of the following individually then drag and drop the selected data into the details section of the layout:
    a. Producer Name

28. In the left column, click the back arrow folder at the top of the list under the Data tab *twice* 
29. Double click on the “Transaction” folder. Highlight each of the following individually then drag and drop the selected data into the details section of the layout:
    a. Invoice Number
    b. Branch Code
    c. Branch Name
    d. Department Name
    e. Transaction Class Code
    f. Transaction Class Description
    g. Profit Center Name

30. In the upper left corner, select “File” and click “Save All.” You will not get any message confirming it has been saved. Once it allows you to click File again, click “Exit”
31. You will be returned to the Layout list.
32. Click on Delivery Options in the left navigation pane.
33. In the upper left of the page, click the edit pencil
34. When the “Edit Recipient” box opens:
    a. Delete “local default printer” from the Printer box
    b. Tick the “Save to Disk” check box
    c. Select “Microsoft Excel Workbook” in the “Save As” box
    d. Click the magnifying glass beside the “Location” box and select where you want the report to save when generated.
        i. Enter the file name (ex. AKPI Transaction Detail Report)
        ii. Click save
35. On the Edit Recipient screen, click “Finish”
36. On the top toolbar click “Actions,” then click “Generate Report”
37. This may take a few moments—you will see a “Processing Job” progress window during this time
38. A pop-up window will open to name or re-name the file and choose the location for it. Confirm or change the location and file name as needed. Then click Save.
    NOTE: Make sure “Save as type” selection is “Microsoft Excel Workbook files *.xlsx)
39. If you would like to open the file to view, that will be the next option. This is not necessary but can be opened if you wish to see it.

Your report is now ready to load, login to AgencyKPI https://onboarding.agencykpi.com

If you need any assistance, please contact help@agencykpi.com