On the CUTTING EDGE

News about the Electronic Data Gathering Enterprise system coming soon.

EDGE Go-Live Planned for Tuesday, November 16, 2010

We are currently on track to start the Edge System cutover and expect EDGE to be available online for member company use beginning Tuesday, November 16, 2010. Here are more details regarding the transition and timeline:

September Accounting Reporting Reminders

Error Corrections

The deadline for these to be received at AIPSO is Friday, October 22. Corrections received at AIPSO after this date will not be processed. Companies will be contacted if the forms are received after the deadline and advised to make the corrections online once EDGE becomes available on November 16.

Uncorrected Questionable Transaction Report (Report-FQ1) and Cessions Without Premiums - Charge and Warning Lists

This month will be the last mailing of these from AIPSO. EDGE will be available on November 16 for viewing these online error reports and submitting error corrections electronically.

September 2010 Account Activities

These will be processed and distributed by mail as usual by November 9, 2010. This statement will include a reversal of all outstanding Losses Not Reimbursed not corrected in the September cycle. Companies with this condition have been individually advised regarding this change.

New Business Processes Effective With EDGE

Several process changes will become effective with EDGE. It is anticipated that revisions to the NCRF Standard Practice Manual will be published prior to the EDGE go-live. The following are some of the more significant highlights.

Elimination of Paper Cessions/Form NCRF-7s:

- Starting Tuesday, November 16 EDGE will be available for processing cessions and modifications online.
- To facilitate the conversion to the new EDGE system, the deadline for submitting all paper cessions and Form NCRF-7s to NCRF will be Monday, November 15.
- These forms must be received at the Facility by this date to be processed.
- It is recommended that companies mail these forms no later than Friday, November 12.
- Forms received at the Facility after the November 15 deadline will not be processed; the submitting companies will be contacted and asked to re-submit the information online.

Please Note: Any cancellations or modifications which require proof will be suspended until the documentation has been received and approved by the Facility.

EDGE online cession processing benefits include:

- Real-Time Ceding and Cession Acknowledgements
- No more mailing time or expense
- Online cession modifications, cancellations, reinstatements, or withdrawals

FTP Cessions With Invalid Or Missing Limit Codes

Cessions reported via FTP with invalid or missing limit codes will be treated as errors. These codes have always been part of the cession format but previously have not been treated as errors if missing or invalid. Beginning with cession files received on October 26, you must be in compliance with the reporting of limit codes on the cessions. Failure to comply will result in cession errors assigned an "I" error code – Missing or Invalid Limits, and the records will not be accepted into the Masterfile until the limits have been corrected. Communications have been sent to the company contacts for FTP reporting, Monthly Accounting Reports and Cession Acknowledgements to highlight this requirement. If any company needs assistance with this requirement, please contact FTP Support at FTPSupport@ncrb.org.

FTP Cessions Reported More Than 90 Days in Advance

Cessions reported via FTP that are more than 90 days in advance of their effective dates will also go to the Error List with an (*) error code – Data Integrity Error. These cessions will have to be deleted from the list and the cessions re-submitted not more than 90 days in advance.

Please Note: The online Create Cessions feature of EDGE does not allow either of the two conditions listed above, so these conditions can only occur in records submitted via FTP.

Duplicate Accounting Files:

- Beginning with accounting files received on October 26, the processing of Accounting Reports will be fully automated, and previous manual processes will be discontinued.
- This means that if a company sends duplicate files with different file names, EDGE will process both files; the sending of a second file does not overwrite a previous file sent.

- If some entries are omitted from the regular file, the company should not send the same file again with the appended records. Instead, a supplemental file containing only the records that were omitted in the regular file should be sent. Otherwise, the duplicated records can only be removed by sending a subsequent file to reverse the duplicated entries.

Elimination of Waivers

Since companies will be able to view, research and correct transactions online daily, the Facility will no longer grant waivers of late premium charges for Cessions Without Premiums – Charge Listings once EDGE goes live. Requests for waivers for items currently on the Charge list (pre-EDGE, through the September Accounting cycle) will be honored if received by February 18, 2011.

Consolidated Online Billings

Effective with the October 2010 accounting month, Account Activities will be processed by EDGE and available online ONLY.

- Any outstanding prior balances for billings including Account Activities, Late Premium Charges and Uncorrected Questionable Transactions will be combined into a single balance forward starting in EDGE.
- Late fees going forward will be calculated on the entire balance and will be based on the date the payment is received rather than the postmark date of the payment.
- The October 2010 statement will include an offset of all Losses Paid previously appearing under Losses Not Reimbursed (and reversed in the September cycle).

Please Note: The first Monthly Account Activity statement generated by EDGE will include the annual Membership Fee billing, which applies to all NCRF member companies. Even if you do not normally receive a monthly bill or cede business to the Facility, your company will need to be able to login to access this bill. Be sure that your company has a registered Group Web Administrator on record that can assign access to the EDGE system. See below.

EDGE Access

As previously advised, EDGE is a web-based application that will require a login to access. Users must have a valid login id and password to access the secure NCRB-NCRF-NCIGA web portal.

It is the responsibility of your NCRF Group Web Administrator to grant users at your company access to EDGE so that your company can be assured that only the appropriate users are given security rights to your data.

Most companies already have a Group Web Administrator account set up for managing web users. If your company has a NCRF Group Web Administrator, this individual has the ability to create a user account for you and will soon be able to grant access to the new EDGE system.

These individuals within each company will be contacted in the near future to set up the authorized user accounts for the EDGE system. If you are already set up to access another web application with the NCRF-NCRB-NCIGA, your Group Administrator will simply update your account to grant access to EDGE; otherwise, they will need to create a new user account.

Companies can get started now by confirming the Group Administrator on record for your company by contacting the NCRF Information Center at 919-582-1056, or email help@ncrb.org.

If you determine that your company does not have a Group Administrator setup for managing web accounts, your company should complete the Group Administrator Account Registration form available on our website.

More information will be distributed via email to EDGE Migration Coordinators and Group Administrators within the next week with detailed instructions.

EDGE Support

We have designed EDGE to be as user-friendly and intuitive as possible. The functionality and workflow reflects significant input from member companies solicited throughout the design and testing of EDGE. It is not anticipated that a user who is familiar with the Facility reporting requirements will require training to use EDGE. We have included several resources to assist the member companies during the transition.

EDGE Online Help

Edge has an Online Help feature to assist all users on-demand with the navigation and how to perform various tasks in the new system.

Automated EDGE Tutorial

We have created a tutorial which is an automated demonstration of EDGE. It provides an overview of the EDGE functionality and walks the user step-by-step through various features of EDGE. This will be available on our website in advance of the go-live date – watch for the release date coming soon.

Webinars

The Facility will conduct several "Getting Started" webinars in early November to provide a Question–and–Answer opportunity for new users in advance of the go-live date. This will be most beneficial for users who preview the EDGE Tutorial in advance of the webinar. These will be scheduled at several different times to accommodate most schedules.

EDGE Help and Information Center

After EDGE goes live, users with questions or comments or who are experiencing difficulties should email EDGEHelp@ncrb.org or call our Information Center at 919-582-1056 to be directed to the appropriate resource to address the issue.

FTP Support

Companies with questions or comments regarding FTP file reporting with EDGE should contact FTP Support at FTPSupport@ncrb.org or 919-582-1056.

What you need to do NOW to get ready:

1. **Pass this information along to your IT/Accounting/ Facility Reporting specialists.**
2. **Check with your Migration Coordinator to confirm updated contact information has been returned to NCRF.**
3. **Contact the NCRF Information center at 919-582-1056 or help@ncrb.org to confirm who the Group Administrator is for web account setup starting soon. TIP: Migration Coordinators can help prepare a consolidated list of users that will need access to EDGE for Group Administrators to set up once EDGE is activated for access.**
4. **Work on correcting any Losses Not Reimbursed (see above).** ANY TRANSACTION NOT CORRECTED BY 10-25-10 WILL BE AUTOMATICALLY OFFSET BY THE FACILITY.

What you should have ALREADY done:

1. **Selected a Migration Coordinator amd submitted contact info to NCRF.**
2. **Submitted Monthly Accounting Report by the 25th day after the close of the accounting month (see Circular RF-06-12).**
3. **Completed FTP transmission testing and converted to FTP Data Reporting.**
4. **Confirmed that FTP cessions files are in full compliance with file format requirements and do not contain missing or invalid limits codes.**
5. **Marked your calendars to have all correction sheets delivered to AIPSO on or before 10 a.m. Friday, October 22. Correction sheets delivered after that time may not be processed at all. If you plan to submit a lot of corrections for that month, we strongly urge you to send them to AIPSO as you get them ready, rather than all at once at the end of the month.**
6. **Marked your calendars to have all Monthly Accounting files delivered before Monday, October 25. Please note this is the normal cut-off date; however, any file problems that arise which cannot be resolved on the 25th will be omitted from processing for that accounting month.** IT IS IMPERATIVE THAT WE RECEIVE ALL MONTHLY ACCOUNTING FILES ON TIME AND IN GOOD ORDER TO GET A PROPER CLOSE OUT AND MIGRATE TO THE NEW SYSTEM.

What you will need to do LATER:

THE FOLLOWING INFORMATION SHOULD HELP YOU IN YOUR PLANNING:

1. **Register for Web Administration Accounts for online access prior to EDGE going live – you will be notified when this process begins.**
2. **Register for EFT (Electronic Funds Transfer) settlement options for consolidated billing. (This feature will be delivered in a future phase. You will be notified when this is available for sign up.)**

EDGE Timeline at a Glance

Oct. 22, 2010
Error Corrections deadline (early cut-off) – must be recieved at AIPSO or will not be processed

Oct. 25, 2010
Due date for last Accounting month to be processed by AIPSO – September 2010

Early Nov. 2010
- Last Uncorrected Questionable Transaction Reports (Report FQ-1, Current and History) mailing from AIPSO
- Last Warning and Charge Lists (Current and History) mailing from NCRF
- Last individual billings mailed from NCRF for Late Premium Charges and Uncorrected Questionable Transactions (Current and History)
- Webinars scheduled
- Assignment of User Accounts

Nov. 9, 2010
Mailing date for September 2010 Account Activity billing (last printed billing)

Nov. 12, 2010
Last suggested mailing date for paper cessions and Form NCRF-7s

Nov. 15, 2010
Receipt date deadline for paper cessions and Form NCRF-7s

Nov. 16, 2010
EDGE Go-Live – EDGE will become available for online access to member companies; includes cession processing, viewing the online Error List and submitting error corrections electronically

Nov. 29, 2010
- Due date for payment of September 2010 Account Activity billing
- Due date for October 2010 Accounting Reports

Dec. 3, 2010
Approximate date for the first Consolidated Account Activity Statement, available online only – will include the annual Membership fee

Feb. 28, 2011
Deadline for waiver requests for Charge List items through the September Accounting cycle