



# **EDGE** *Quick Reference Guide to Emails and Reports*

## Emails Companies May Receive

Email Type	Email Subject	Immediate Action Required	Action Required	No Action Required
<b>Cessions</b>	Cession File – Accepted			●
	Cession File – Rejected	Resubmit		
	Flat Cancellation Suspended		Send Proof	
<b>Accounting Reports</b>	Accounting File – Accepted			●
	Accounting File – On Hold	Submit Prior Late Accounting Reports		
	Accounting File – Rejected	Resubmit		
	Accounting File – Out of Balance – Accepted			●
	Accounting File – Out of Balance – Rejected	Resubmit		
	Accounting File – Reminder		Submit File or Online NIL Report	
	Accounting File – Not Received	Submit File or Online NIL Report		
	Recoupment Detail File – Accepted			●
	Recoupment Detail File – Rejected	Resubmit		
	Supplemental File – Accepted			●
	Supplemental File – On Hold	Submit Prior Late Accounting Reports		
	Supplemental File – Rejected	Resubmit		
	Supplemental File – Out of Balance – Accepted			●
	Supplemental File – Out of Balance – Rejected	Resubmit		
<b>Account Activities</b>	Monthly Account Activity Statement (If Due Facility)		Send Payment	
	Payment Reminder	Send Payment		
<b>Error Lists</b>	Late Loss Approved			●
	Late Loss Rejected		Reverse	
	Loss Transactions on Error List	Fix Loss		

## Email Descriptions

### Cessions

**Cession File – Accepted** – The file has passed the critical errors check. Cessions will not run through the validation edits until overnight in batch. Any cessions with validation errors will go to the Error List, which is available online in EDGE the next day.

**Cession File – Rejected** – This is high priority. The errors outlined in the email must be corrected and a new file resubmitted to obtain coverage.

**Flat Cancellation Suspended** – Cancellation request is in a suspended state, until proof of flat cancellation is received by the Facility.

### Accounting Reports

**Accounting File – Accepted** – The file has passed the critical errors check. Accounting transactions will not run through the validation edits until overnight in batch. Any transactions with validation errors will go to the Error List, which is available online in EDGE the next day.

**Accounting File – On Hold** – The accounting file has been received, but will not be processed until we receive, in good order, the prior late accounting reports.

**Accounting File – Rejected** – The errors outlined in the email must be corrected and a new file resubmitted.

**Accounting File – Out of Balance – Accepted** – The file is out of balance, but within the defined threshold. Future files should balance between the summary and the detail. Please refer to the NCRF Standard Practice Manual in Section 4, Chapter 6, Paragraph B.

**Accounting File – Out of Balance – Rejected** – The file must be corrected so that the summary and detail records balance and a new file must be resubmitted.

**Accounting File – Reminder** – We have not yet received your Company's current accounting file and the closing is approaching.

**Accounting File – Not Received** – Your Company's accounting file was not received complete or in good order by the cut-off date and may have resulted in a late accounting report bill.

## Accounting Reports (cont.)

**Recoupment Detail File – Accepted** – The file has passed the critical errors check. After further review by the NCRF, the detail may be approved and available in EDGE for review or rejected for other errors. If not approved, the NCRF will contact the company to request a new file.

**Recoupment Detail File – Rejected** – The errors outlined in the email must be corrected and a new file resubmitted.

**Supplemental File – Accepted** – The file has passed the critical errors check. Accounting transactions will not run through the validation edits until overnight in batch. Any transactions with validation errors will go to the Error List, which is available online in EDGE the next day.

**Supplemental File – On Hold** – Supplemental file has been received, but will not be processed until we receive, in good order, the prior late accounting reports.

**Supplemental File – Rejected** – The errors outlined in the email must be corrected and a new file resubmitted.

**Supplemental File – Out of Balance – Accepted** – The file is out of balance, but within the defined threshold. Future files should balance between the summary and the detail. Please refer to the NCRF Standard Practice Manual in Section 4, Chapter 6, Paragraph B.

**Supplemental File – Out of Balance – Rejected** – The file must be corrected so that the summary and detail records balance and a new file must be resubmitted.

## Account Activities

**Monthly Account Activity Statement** – Your Company's Account Activity Statement for the latest reporting month is now available and can be accessed via the link, to login to the EDGE site and view under Reports – Account Activity Reports.

**Payment Reminder** – We have not yet received full payment for your Account Activity which must be received by the due date indicated, in order to avoid a late payment penalty charge.

## Error Lists

**Late Loss Approved**—The “W” error(s) on this policy listed in the email has been cleared from the Error List.

**Late Loss Rejected**—The “W” error(s) on this policy listed in the email must be reversed out of the Facility, in order to clear the error(s) from the Error List. Please refer to the NCRF Standard Practice Manual in Section 4, Chapter 7, Paragraph I.

**Loss Transactions on Error List**—A questionable loss(es) that has remained uncorrected for 6 months and will be offset by the EDGE system if not corrected by the date shown. Please refer to the NCRF Standard Practice Manual in Section 4, Chapter 7, Paragraph H.

*“W” error refers to a late reported loss.*

## EDGE Reports that Companies Should Monitor

### Report Availability

#### SAME DAY (Real Time)

- Cessions created, modified, cancelled, reinstated or withdrawn online through EDGE.
- Accounting transactions created online through the Supplemental tab or Error List corrections in EDGE.
- Error Lists corrected online through the Errors tab in EDGE.

#### NEXT DAY (Processed Overnight)

- Cessions submitted through File Transfer Protocol (FTP).
- Accounting transactions submitted through FTP.

#### MONTHLY (After Cut-off)

- Monthly Reports are available the day after the monthly cut-off, except the Account Activity. You will be prompted by an email when it is ready.

EDGE Online Reports	Report	Available		
		Same Day	Next Day	Monthly
<b>Cessions</b>	Cession Acknowledgement Summary*	•	•	
	Online Cession Activity Report	•		
<b>Accounting Transactions</b>	Accounting Transactions Summary by Month*	•	•	
	Balance Report by File		•	
	Facility Offset Report			•
	Online Accounting Transaction Report	•		
<b>Account Activities</b>	Monthly Account Activity Statement			•
<b>Error Lists</b>	Charge List by Reporting Month			•
	Company Error Summary by Month			•
	Company Error Summary Combined			•
	Error List by Reporting Month			•
	Error List – Current*	•	•	

\* Items with both Online & FTP transactions can be updated immediately from online activity or next day for FTP.

**Same Day** - Check after online activity has taken place in EDGE.

**Monthly** - Check the day after the cut-off or when prompted by an email.

**Next Day** - Check the day after an FTP file has been transmitted.

## EDGE Report Descriptions

### Cession Reports

**Cession Acknowledgement Summary** — When a cession file is sent through FTP, you must check this report the next day to verify that your acknowledgement report lists all of the cessions that were in your file. You will also need to check to see if any cessions were suspended or changed to mid-term. The report will also include any cessions that were created online for the same day.

**Online Cession Activity Report** — When cessions have been modified, cancelled, reinstated or withdrawn online, you should check this report to confirm the details of your entries. Also includes information concerning any suspended, approved or rejected modification requests or cancellations and modified cessions changed to mid-term.

### Accounting Transaction Reports

**Accounting Transactions Summary by Month Report** — You can run this report for a particular accounting month and see the summary lines for all transactions submitted for Premiums, Losses, Losses Outstanding and Recoupment. If multiple files have been received for that month, the report shows the net amounts. This also includes online transactions.

**Balance Report by File** — You can run this report for a particular accounting month and see a list of all accounting files received. You are able to click on the individual files and display the summary lines for all transactions included in the file for Premiums, Losses, Losses Outstanding and Recoupment and the detailed balancing results for each file.

**Facility Offset Report** — This report is available the day after the cut-off and shows questionable losses that remained uncorrected on the Error List for 6 months and were therefore offset by the EDGE system on the cut-off of the 7th month. It also includes any questionable premiums or cessions that remained uncorrected on the Error List more than 60 months. Please refer to the NCRF Standard Practice Manual in Section 4, Chapter 7, Paragraphs H & K. The net dollar amount of the offset losses appears in the Losses Paid section of the Monthly Account Activity Statement, under “Offset by System”. The net dollar amount of the offset premiums appears in the Premiums Written section.

**Online Accounting Transaction Report** — When accounting transactions have been created via EDGE online (outside of your system) through the Supplemental tab or the Error List corrections, this report shows you the detail of these transactions. This report is helpful when your company ties back the amounts on the Monthly Account Activity Statement to your company records.

## Account Activity Reports

**Monthly Account Activity Statement** — This report shows the detail of the monthly settlement between your Company and the Facility. If the balance is Due Facility, payment must be received by the due date shown on the statement. (Refer to the emails in this Guide for Account Activities).

## Error List Reports

**Charge List by Reporting Month** — This monthly report is available the day after the cut-off and shows a snapshot of the Charge List at that time. Because the Charge List is in real time and is constantly in a state of change, this report details the cessions that received a \$10.00 charge for having no corresponding premium reported in the five consecutive months, beginning with the effective month of cession. This total charge will appear on the Monthly Account Activity Statement for that reporting month, under the Penalties and Fees section.

**Company Error Summary by Month** — This monthly report is available the day after the cut-off. It is a summary of all errors your Company has on the Warning List, Charge List and Error List and the amount of penalties that have resulted from Error List items that have remained uncorrected for 7 months or more.

**Company Error Summary Combined** — This report can be run to look at multiple reporting months of the summary of all errors your Company has on the Warning List, Charge List and Error List and the amount of penalties that have resulted from Error List items that have remained uncorrected for 7 months or more. This makes it easy to analyze if your amount of errors and penalties are going up or down.

**Error List by Reporting Month** — This monthly report is available the day after the cut-off and shows a snapshot of the Error List at that time. Because the Error List is in real time and is constantly in a state of change, this report details the policies that received a penalty charge for remaining uncorrected for 7 months or more. The total penalties will appear on the Monthly Account Activity Statement for that reporting month, under the Penalties and Fees section.

**Error List – Current** — This report is in real time and will display a copy of your entire Error List as it appears at that moment. The Error List correction screen only brings up one policy number at the time. This report will list the errors for all policies one after the other. This can help with analyzing the errors to see if there are related transactions that may not be showing the exact same policy number or effective date.

Refer to the Help link in the EDGE site, under “Manage Reports”, for more information on how to access the EDGE online reports and the contents of each report.