



London & International Insurance Broker' Association

eAccounts

Implementation Guide

Document History

Version	Author	Change	Date
0.1	James Livett	Original	2 nd February 2012
0.2	James Livett	Addition of draft validation form.	3 rd February 2012
0.3	James Livett	Amendments following eAIG Feb 2012	13 th April 2012
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0.5	James Livett	Registration Forms added + TCF Form added.	24 th June 2014
1.0	James Livett	Registration Forms added + MTBC & Cross Reference Report Factsheets	21 st July 2014
1.1	James Livett	Update of User/Support Guide V1.0 + Mapping File Registration.	23 rd July 2014

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Introduction

In 2011 eAccounts entered into production providing brokers with the opportunity to submit to Xchanging accounting transactions in an ACORD data message format rather than a scanned image of a paper form.

In 2014 the Carrier Accounting Entries Service entered into production, this marks the end of the scheduled technology deliveries of EAccounts and the conclusions of the LMS's Finish What We Started programme.

The purpose of this document is to provide guidance to readers as to how to get involved in eAccounts and the mechanisms to move existing brokers to the new version of eAccounts.

Implementation Schedule

The following framework is based on the "Release 1" schedule that has proven to work. The number of test scenarios mentioned are those that will be supported by Xchanging within the implementation window, this will not preclude brokers submitting additional scenarios, however, should this prove to be overly onerous on Xchanging resource a further time and commercial consideration maybe required above and beyond that provided for within the project.

It is anticipated that where possible multiple brokers will "test" at the same time thus producing a convoy. Convoy window dates will need to be advised in advance. Though based on experience no more than 5 broker should participate in any one convoy.

New Broker

Activity	Owner	Time	Resource Required	Comments
Sign Up/Connectivity	Broker	Week 1/2	Broker/Xchanging	Commitment to Splits is only indicated at this stage not confirmed.
Connectivity Test	Broker	Week 2/3	Broker Software Vendor/Xchanging	
Validation/Testing	Broker/Xchanging	Week 5/6/7/8	Broker/Xchanging	Contents to be agreed but 25 key tests. Up to 35 tests.

Activity	Owner	Time	Resource Required	Comments
Final Production Registration	Broker	Week 9	Broker/Xchanging	Final decision on splits service
Live Production	Xchanging	Week 10		Minimum 3 weeks or 25 end to end transaction completed.

N.B. Activities beyond week 10 will not be accommodated; brokers will be required to enter into a separate commercial agreement with Xchanging for further support.

In Production Broker : Up-Grade Schedule

Activity	Owner	Time	Resource Required	Comments
Sign Up/Connectivity	Broker	Week 1	Broker/Xchanging	Commitment to Splits is only indicated at this stage not confirmed.
Connectivity Test	Broker	Week 2	Broker Software Vendor/Xchanging	
Splits Validation	Broker/Xchanging	Week 3/4	Broker/Xchanging	
Final Production Registration	Broker	Week 5	Broker/Xchanging	Final decision on splits service
Live Production	Xchanging	Week 6		

N.B. Activities beyond week 6 will not be accommodated; brokers will be required to enter into a separate commercial agreement with Xchanging for further support.

Entry Criteria

The criteria for joining the convoys will be as follows:

- Software companies must obtain ACORD certification for their eAccounts software;
- Software must be installed within the broker and training carried out and completed internally.
- The Broker Sponsor and Broker Project Manager must both be identified;
- The Software Company and their nominated broker must both agree to adhere to the Implementation Plan;
- The broker must agree to provide regular status updates on their business Validation to both LIIBA and Xchanging and log any issues that arise in a pre-agreed manner.
- The broker must provide a provision (and not binding) indication if they wish to use the “Splits Service”.

The broker and/or their software provider must successfully complete their system and User Test activity and provide LIIBA with the test results and other documentary evidence that this has been completed.

Testing/Validation

Core/Mandatory Validations/Tests

Transaction Type		Non Proportional	Binder	Aviation Vertical	Pre signing Correction	Post signing correction	Multi Ccy	Multi Section	Legacy	Cash	FA
		Script Numbers									
For Declaration Only (FDO)			001 '015						015	001 '015	

Transaction Type	Non Proportional	Binder	Aviation Vertical	Pre signing Correction	Post signing correction	Multi Ccy	Multi Section	Legacy	Cash	FA
Original Premium (OP)	004		002	003	004 a/b	003	003	018	002	003 '004 004a/b 018
London Market Deferred OP	009									009
Opt Out Deferred OP	013					013				013
Additional Premium (AP)		005 '016	008	008				016 019	008	005 '016 019
Return Premium	017			017	007 a/b	007	007		007 007a/b 017	
London Market Deferred AP RP	010									010
Opt Out Deferred AP RP	014			014		014				014
Settlement Due Date (SDD) Change (1)	011 '012								011 012	
Mid Term Broker Change	020								020	
Mid Term Market Change	021								021	
Nil Balance		006							006	
									13	12

(1) This is an A&S correction tested to ensure process can all work together

Test Script Notes

Script Number	Explanation
ROT-001	Binding Authority FDO transaction to be put through as cash
ROT-002	Aviation vertical Cash OP. Dependent on your claims process this transaction can also be sent with FDO's to establish claims sections. If so dependent on

<u>Script Number</u>	<u>Explanation</u>
	your systems ability to cancel and replace particular sections it may be beneficial to submit the FDO's as a separate work package
ROT-003	This is a multi-section multi-currency delinked OP that is queried by Xchanging in flight and corrected via Cancel and Replace prior to signing.
ROT-004	Non Proportional delinked OP
ROT-004A	The Post signing cancelation of script 4. This will be done as a cancel and replace with script 4B but the scripts are separated so we can track any issues correctly (delinked)
ROT-004B	The Post signing Replacement of script 4. This will be done as a cancel and replace with script 4A but the scripts are separated so we can track any issues correctly (delinked)
ROT-005	A delinked Additional Premium on the Binding authority established as script 1
ROT-006	A nil Value AP on the Binding Authority established as script 1. This has to be issued as Cash
ROT-007	A Multi-Currency Multi-section cash RP on the UMR established under script 3
ROT-007A	The Post signing cancelation of script 7. This will be done as a cancel and replace with script 7B but the scripts are separated so we can track any issues correctly (cash)
ROT-007B	The Post signing Replacement of script 7. This will be done as a cancel and replace with script 7A but the scripts are separated so we can track any issues correctly (cash)
ROT-008	A cash AP on the aviation vertical contract established as script 2 this is queried by Xchanging and cancelled and replaced in flight prior to signing
ROT-009	LM scheme deferred OP with 4 Installments
ROT-010	LM scheme deferred AP with 4 Installments
ROT-011	SDD Change for one or more of the installments established as the deferred OP under script 9. This must be submitted as an A&S correction entry
ROT-012	SDD Change for one or more of the installments established as the deferred AP under script 10. This must be submitted as an A&S correction entry
ROT-013	Non LM scheme deferred delinked OP with 4 Installments
ROT-014	Non LM scheme deferred delinked AP with 4 Installments
ROT-015	Binding authority FDO issued as cash completed with Broker completing the splits for legacy testing
ROT-016	Binding authority delinked AP on UMR established under script 15 with Xchanging completing the scripts as part of legacy testing
ROT-017	A cash RP on UMR created under script 4 this is queried by Xchanging and requires an additional document to be loaded as an edit work-package to enable Xchanging to complete their processing
ROT-018	Delinked OP with Broker completing the accounting splits as part of legacy testing
ROT-019	Delinked AP on UMR established under script 18 with Xchanging completing the scripts as part of legacy testing
ROT-020	Mid Term Broker Change dependent on the number of brokers in any roll out convoy one UMR needs to be transferred from one broker to another. The test could be completed at the end of the test cycle and then on of the UMR's established above could be used

<u>Script Number</u>	<u>Explanation</u>
ROT-021	Mid Term Market Change use any of the policies created above and change one underwriter for two others (script can be updated if you wish to do anything different)

General Comments on Scripts

01	The header section of the scripts need to be completed by the broker when they know what type of contract they are establishing and what Market groups and currencies they are looking to establish or re run if they are copying from production
02	The scripts are all linked to the master report to allow for reporting step 2 triggers it as started on the report and the final one needs to go to pass to close the day count
03	The scripts are designed for use in a shared environment accessed by all parties involved in the testing. If they move from this folder then the links to the Master will be broken
04	Tracker does not work in the test environment brokers will get e mails advising them of a query but they need to view the scripts for the detail
05	DRI usage is as applicable to your organisation. DRI Slice or current DRI
06	Business type is as applicable to your organisation (Direct or Reinsurance and Marine and Non Marine)
07	Scripts need to be updated by the brokers as the transaction is submitted to ensure there is no delay in processing at Xchanging
08	Broker front sheet needs to be updated to allow Xchanging to quickly allocate work-packages received to the correct scripts.
09	The scripts must be updated with initial and date as well as the appropriate selection from the drop down for each step. Any necessary comments should also be added
10	Agreed minimum data MRC templates are included in this folder for use if broker is generating new contracts for testing
11	Entries marked as for legacy testing can be completed with the broker completing all of the splits if as a broker you are not looking to use the splits service.
12	Apart from the tests identified as for Legacy testing all of the other scripts can be used with either the Broker or Xchanging completing the Non-Fundamental Accounting splits
13	If you decide to not do any scripts you will need to go the drop down on step 2 of the script and select "Burned" from the drop down and save. This will then mark the script as burned in the reporting.
14	If during the running of any script it is decided to not complete the script you need to select "Burned" from the drop down on the final Broker Step on the script to mark the script as Burned in the reporting.
15	If you use any of the re test tabs on the script you will need to link the re test tab to the Master in place of the original

Validation/Testing

The above mentioned 25 test scripts are available from LIIBA and have been developed based on the Market Acceptance Testing previously undertaken. These scripts cover the primary scenarios and are not exhaustive. It is recommended that brokers develop a limited number (no more than 10) of scripts specifically tailored to their business portfolio.

Whilst it is suggested that “real” cases are used it has been found during previous testing that the MRC is reduced to its core components and simple templates have been utilized.

A .zip file will be given to brokers containing all of the documentation to allow brokers to carry out, monitor and manage the testing.

MRC Template - Direct

Type	
Insured	
Insured Address	
Period	
Year of account	
Interest	
Sum Insured	
Excess	
Territorial Limits	
Premium	
Brokerage	
Other Deductions	
Order	
Facility Number	
Signed Lines	
SDD	
Taxes payable	
Risk Codes	
Country of Origin	

MRC Template - Reinsurance

Type	
Reinsured	
Insured	
Insured Address	
Period	
Year of account	
Interest	
Sum Insured	
Excess	
Territorial Limits	
Premium	
Brokerage	
Other Deductions	
Order	
Facility Number	
Signed Lines	
SDD	
Taxes payable	
Risk Codes	
Country of Origin	


Exit Criteria

The criteria for brokers to be allowed to use eAccounts in the Production environment will be as follows:

- The Software Company, the Broker and the Xchanging Implementation Manager must all confirm that all of the connectivity and business Validation has been completed satisfactorily;
- There are no outstanding priority 1 or 2 faults left open from the Business Validation;
- The aggregate business impact of any open priority 3 and/or 4 faults found during Business Validation does not in the opinion of A&S User Group or the Broker Accounting & Settlement Implementation Committee (BASIC) render the software unsuitable for production usage;
- The broker must provide XIS with details of their expected rollout plan (i.e. the types of business on which eAccounts will initially be used along with transaction volume predictions).

N.B. Should a broker initially decide to NOT take up the “Splits Service” and then at a later date wish to avail themselves of the “Splits Service” separate commercial agreement with Xchanging for further testing and support will need to be arranged at the broker’s own cost.

Repository Registration Form



IMR Request Form 1: New user

Please email the completed form to the Xchanging Service Centre
 Email: servicecentre@xchanging.com Telephone: 0870 3800830

Requests cannot be actioned unless ALL mandatory details are complete.

All mandatory fields are marked with a (*)

Section 1: New User Profile

* LPC Account Code	<input type="text"/>	* Company Name	<input type="text"/>
* User ID	<input type="text"/>	* Job Title	<input type="text"/>
* First Name	<input type="text"/>	* Email Address	<input type="text"/>
* Surname	<input type="text"/>	* Contact Number	<input type="text"/>

Section 2: Repository Details

* Repository Access *(may select all)*

	<input type="checkbox"/> Market Repository <input type="checkbox"/> Pre-Production Repository <input checked="" type="checkbox"/> Test Repository (UAT)								
* Client Category	<input type="text" value="Broker"/>	A&S Direct Load	<input type="text" value="Yes"/>						
* Synd No./Brkr No./Co. Code/TP Code	<input type="text"/>	Homepage Search (Native Repository)	<input type="text" value="Yes"/>						
* Functionality	<table border="0" style="width: 100%;"> <tr> <td>Claims Awaiting Action*</td> <td><input type="text" value="No"/></td> </tr> <tr> <td>ECF Direct Load</td> <td><input type="text" value="No"/></td> </tr> <tr> <td>Add Third Party</td> <td><input type="text" value="No"/></td> </tr> </table>	Claims Awaiting Action*	<input type="text" value="No"/>	ECF Direct Load	<input type="text" value="No"/>	Add Third Party	<input type="text" value="No"/>	Conflict of Interest	<input type="text" value="No"/>
Claims Awaiting Action*	<input type="text" value="No"/>								
ECF Direct Load	<input type="text" value="No"/>								
Add Third Party	<input type="text" value="No"/>								

* Applicable to Lloyd's Syndicates Only
 ** Complete this section if you are required to administer Third Party Access or manage Conflicts of Interests for users within your organisation


To be completed by the resolving Xchanging agent

Name of Analyst	<input type="text"/>	Date complete	<input type="text"/>
Contract Status	<input type="text" value="Please select"/>		
ITBM Categorisation			
Category 1	Category 2	Category 3	Assignment
<input type="text" value="IMR"/>	<input type="text" value="User Administration"/>	<input type="text" value="Add User"/>	<input type="text" value="Service Support"/>



H:\eAccounts\IMR Request Form (New).

eAccounts Production Registration Form (including Splits Service)



DRI, eAccounts & Splits Registration Form (Brokers)
 Please email the completed form to the Xchanging Service Centre
 Email: servicecentre@xchanging.com Telephone: 0870 380830

Requests cannot be actioned unless ALL mandatory details are complete.

PLEASE NOTE XCHANGING DETAILS:

Xchanging Gateway URLs:		
DRM	UAT	https://xgaut.xchanging.com/WCL/Inbox/dri.aspx
	Training and Testing	https://xgfxf.xchanging.com/WCL/Inbox/dri.aspx
	MAT	https://xgsec.xchanging.com/WCL/Inbox/dri.aspx
	Prod	https://xag.xchanging.com/WCL/Inbox/dri.aspx
eAccounts	UAT	https://xgaut.xchanging.com/WCL/Inbox/eAccounts.aspx
	Training and Testing	https://xgfxf.xchanging.com/WCL/Inbox/eAccounts.aspx
	MAT	https://xgsec.xchanging.com/WCL/Inbox/eAccounts.aspx
	Prod	https://xag.xchanging.com/WCL/Inbox/eAccounts.aspx

NB: Brokers should note that the URLs quoted above may be subject to change. The broker's set-up arrangements will be confirmed at the completion of the registration process.

IP addresses that the Trading Party could expect a response from are:

UAT	213.219.10.122
Training and Testing	193.46.72.107
MAT	193.46.72.109
Prod	193.46.72.101 and 213.219.10.124

Section 1: Organisation Details

* Contact Name	<input type="text"/>	* Address	<input type="text"/>
* Organisation	<input type="text"/>	Address cont	<input type="text"/>
* Position	<input type="text"/>	* Email Address	<input type="text"/>
Fax No	<input type="text"/>	* Tel No	<input type="text"/>
Signature	<input type="text"/>	* Date	<input type="text"/>

All mandatory fields are marked with a (*)

Section 2: Service Provider Details

If a Service Provider is to send/receive messages on your behalf, please specify their details:

Party ID	<input type="text"/>	Party Name	<input type="text"/>
Contact Name	<input type="text"/>	Address	<input type="text"/>
Organisation	<input type="text"/>	Tel No	<input type="text"/>
Position	<input type="text"/>	Email Address	<input type="text"/>

Section 3: DRI Messages

Please complete all of the boxes below. (Brokers that wish to use the 'Outbound DRI Service' should complete the 'DRI Registration Form'.)

ACORD DRI Message Version: **V1.2.0 (Y/N):**

ACORD Messaging Service (AMS) V1.4.0 (Y/N):

Test URL:

Production URL:

DRI Slice

Please indicate whether you intend to use the DRI Slice service (Y/N)

Notes: 1) Brokers should complete the boxes above irrespective of which DRI method(s) they intend to use - ACORD DRI Upload Request Messages (DRI Push) or ACORD DRI Notify Request Messages (DRI Pull) or both. 2) Brokers that register to use both inbound and outbound messages should note that the same URL must be used in these circumstances. 3) DRI Response Messages will be sent to the same URL from which the equivalent Request Message is received.

Section 4: eAccounts Messages

Please complete all of the boxes below.

ACORD RLC Message Version: V2008-1 (Y/N):

ACORD Messaging Service (AMS) V1.4.0 (Y/N):

Test URL:

Production URL:

Section 5: Broker Numbers (& the XIS Carrier Accounting Splits Service)

Please supply a list of broker numbers as appropriate. The details above must apply to all broker numbers listed.

Broker Numbers	Accounting Splits Service Indicator	
	Service Required	Service Not Required

XIS Carrier Accounting Splits Service - Brokers should indicate whether they intend to use the XIS Carrier Accounting Splits Service (for each broker code).

Section 6: Security

Digital Signatures - The Public Key should be emailed to servicecentre@xchanging.com. Please include your call number in the subject of the email.

Name of Certificate: <input type="text"/>	Name of Certificate: <input type="text"/>
Integration testing - Start Date of Certificate: <input type="text"/>	Production - Start Date of Certificate: <input type="text"/>
Integration testing - End Date of Certificate: <input type="text"/>	Production - End Date of Certificate: <input type="text"/>

NB: All fields in this section are mandatory.

To be completed by the resolving Xchanging agent

Name of Analyst	<input type="text"/>	Date complete	<input type="text"/>
Contract Status	<input type="text"/>		
Remedy Categorisation			
Category 1	Category 2	Category 3	Assignment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



DRI-eAccounts & Splits Registration Form - Con

BSND/CSND Mapping File Organisation Request Form

eAccounts - BSND/CSND Mapping File Organisation Request Form			
Please email the completed form to the Xchanging Service Centre			
Email: servicecentre@xchanging.com		Telephone: 0870 3800830	
Requests cannot be actioned unless ALL mandatory details are complete.			
* Action	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Modify		
All mandatory fields are marked with a (*)			
Section 1: Organisation and Contact Details			
* Organisation	<input type="text"/>	* Contact Name	<input type="text"/>
* Email Address	<input type="text"/>	* Phone Number	<input type="text"/>
* Synd Nos./Co. Codes (if applic.)	<input type="text"/>		
	<input type="text"/>		
* Broker Codes (if applic.)	<input type="text"/>		
Section 2: Request Details			
* System Environment	<input type="checkbox"/> Production <input type="checkbox"/> Test		
* Subscription Start Date	<input type="text"/>		
Subscription End Date	<input type="text" value="31/12/2020"/>	Please amend if required	
* Transport	<input type="checkbox"/> FTP <input type="checkbox"/> Email (Address Required below)		
FTP Directory	<input type="text"/>	Email Address	<input type="text"/>
To be completed by the resolving Xchanging agent			
Name of Analyst	<input type="text"/>	Date complete	<input type="text"/>
ITBM Categorisation			
Category 1	Category 2	Category 3	Assignment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Mapping File
Registration Form.xls

Change Request Form



Change Request Form

Project Name:		CR Number:	
Change Requested by:		Date Change Requested:	
Change Logged by:			
Section 1: Change Description:			
Section 2: Reason for Change:			
Approval to Impact Assess?		Date:	
Section 3: Summary of Impact Assessment:			
Section 4: Impact on Timescales and Costs:			
Section 5: Impact on Resources:		Section 6: Impact on Risks and Issues:	
Change Recommended			
Section 7: Supplementary Comments:			
Impact Assessment by:			
Section 8: Approvals			



Budget Holder:	
Programme Sponsor:	
Programme Manager:	
Steering Committee Representative:	
Section 9: Actions Required:	



CR Form.doc

ACORD Testing and Certification Facility (TCF)

The ACORD Testing and Certification Facility (TCF) is a live application which you, as a developer, can interact with to test your messaging system. The TCF is a "virtual" business partner. You can send ACORD messages to the TCF, or TCF can send ACORD messages to you, in the same way that would happen with a live business partner. TCF will then continue with sending/receiving responses and/or further business messages in line with message flows and processes agreed by implementers in guides such as EBOT, ECOT or the Placing guides. ACORD certification is a powerful endorsement of your system's capability.

ACORD cannot insist on certification; however your business partners and/or community initiatives may require you to be certified. Capability to test and certify implementing systems in a real and meaningful way is immensely valuable to individual organizations and communities who are committed to pushing forward with implementation.

All ACORD RLC Standards are supported including technical infrastructure standards and implementation guides.

Cost for using TCF

Use of TCF for certification or testing is an ACORD member benefit.

- Certification
1. We will work with you to systematically run through and successfully complete a series of pre defined test scenarios that have been defined to complete certification. ACORD staff will monitor your messages at a detailed level and then help you analyse successful and unsuccessful messages. Prices for the process of certification are detailed in the ACORD Certification Application form and cover ACORD resource assigned to complete certification of a product.
 - Testing
 2. If you are testing there is no charge for set up and basic support in the cut and paste and auto response functions of TCF. If you need help in supporting tests and tracking down problems then we will discuss this with you and as the need arises propose a charge proportionate to the extra help you would like ACORD to provide.

Recertification

If companies choose to move to a newer ACORD Standard Version any previous certifications would not be transferable. Adoption and implementation of additional scope and enhancements may require further recertification.

When ACORD process your certification, information is recorded and a Certificate is issued which contains the name of the product and the version used at the time it was verified. ACORD accept that minor upgrades to software are numerous and consider it



the responsibility of the member to identify when recertification of a product is required due for example by a major system upgrade which has an impact on the messaging.

[More details](#)

To find out more about TCF, or to apply for certification, contact ACORD at tcfadmin@acord.org).

Appendix

Additional Resource Material

<u>Document</u>	<u>Owner</u>	<u>Location</u>
Support Guide	Xchanging	LMG Website or  eAccounts Support Guide (v1.0).docx
Splits Service Definition	Xchanging	LMG Website or  Carrier Accounting Splits Service Definitic
Specifications	Xchanging	LMG Website or  Specifications.zip
Mid-Term Broker Change Report Fact Sheet	Xchanging	Xchanging/LIIBA or  MTBC Report Factsheet.pdf
BSND CSND Mapping Report Factsheet	Xchanging	Xchanging/LIIBA or  BSND CSND Mapping Report Factsheet.pdf
Test Scripts	AAC	LIIBA or  Roll out Tests.zip



Key Contacts

Contact	Organisation	Phone	Email
James Livett	LIIBA	020 7280 0152	James.livett@liiba.co.uk
Corissa Davis	Xchanging	020 3604 7609	Corissa.Davis@Xchanging.com
Sarah Kilford	Xchanging	020 3604 6269	sarah.kilford@xchanging.com
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Rob Gilles	LMA	020 7327 8377	robert.gillies@lmalloyds.com