

# ETASS - Re

Cedant (Accounting Entry)



General Insurance Council

## Contents

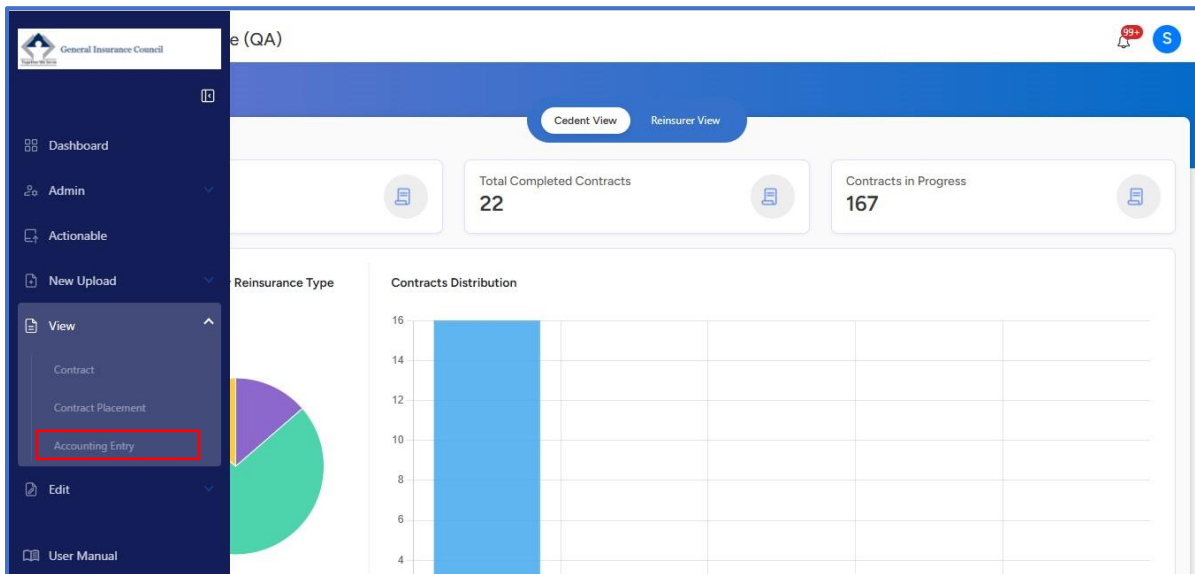
<b>1. INTRODUCTION TO ACCOUNTING ENTRY CREATION.....</b>	<b>3</b>
STEP 1: ACCESS PENDING ACCOUNTING ENTRIES .....	3
STEP 2: INITIATE UPLOAD.....	5
STEP 3: DOWNLOAD RELEVANT ACCOUNTING ENTRY TEMPLATE.....	6
STEP 4: VERIFY TEMPLATE VERSION .....	6
STEP 5: POPULATE THE TEMPLATE.....	7
STEP 6: UPLOAD THE ACCOUNTING ENTRY FILE .....	7
STEP 7: CAPTURE UPLOAD REFERENCE NUMBER.....	9
STEP 8: SYSTEM VALIDATIONS.....	9
STEP 9: EMAIL NOTIFICATION TO CEDANT .....	10
STEP 10: TRACK UPLOAD STATUS.....	10
STEP 11: REVIEW PROCESSING RESULTS .....	10
STEP 12: ROUTING TO NEXT STAGE.....	10
STEP 13: VIEW ACCOUNTING ENTRY.....	10

## 1. Introduction to Accounting Entry Creation

This section provides a step-by-step guide for **Cedant users** to create a **New Accounting Entry** in the system. The process begins with identifying **CPIDs pending for Accounting Entry Submission**, downloading the appropriate accounting templates, populating them with required data, and uploading the files for processing. The system performs validations, generates Accounting Entry reference numbers for successful records, and routes valid entries to the **Broker or Reinsurer** for the next stage of approval.

### Step 1: Access Pending Accounting Entries

- Log in with Cedant credentials.
- Navigate to **View** → **Accounting Entry** → **Pending for Accounting Entry**.



ETASS Reinsurance

**View Accounting Entry**  
View accounting entries that are pending for submission or view details of accounting entries.

**Accounting Entry Pending for Submission**  
Search for contract placements that have completed the approval process.

[Search Entries >](#)

**View Accounting Entry**  
View status of your accounting entry using accounting entry reference number or advance search.

[View Accounting Entry >](#)

ETASS Reinsurance

Demo Cedant

32 Jan 2024, 12:34 PM, IP: 172.172.172.172

> View > Accounting Entry

**Accounting Entry Pending for Submission**

▼ Advance search

Contract Placement ID <input type="text" value="Enter here"/>	Contract ID <input type="text" value="Enter here"/>	Reinsurance Type <input type="text" value="Please select"/>	Participant name <input type="text" value="Enter here"/>
Treaty Number/Policy Number <input type="text" value="Enter here"/>	Contract Type <input type="text" value="Please select"/>	Created Date From <input type="text" value="DD/MM/YYYY"/>	Created Date To <input type="text" value="DD/MM/YYYY"/>

[Search](#) [Reset](#)

ETASS Reinsurance Demo Cedant 12 Jan 2024, 12:34PM, IP: 172.172.172.172

View > Accounting Entry

Accounting Entry Pending for Submission

Advance search

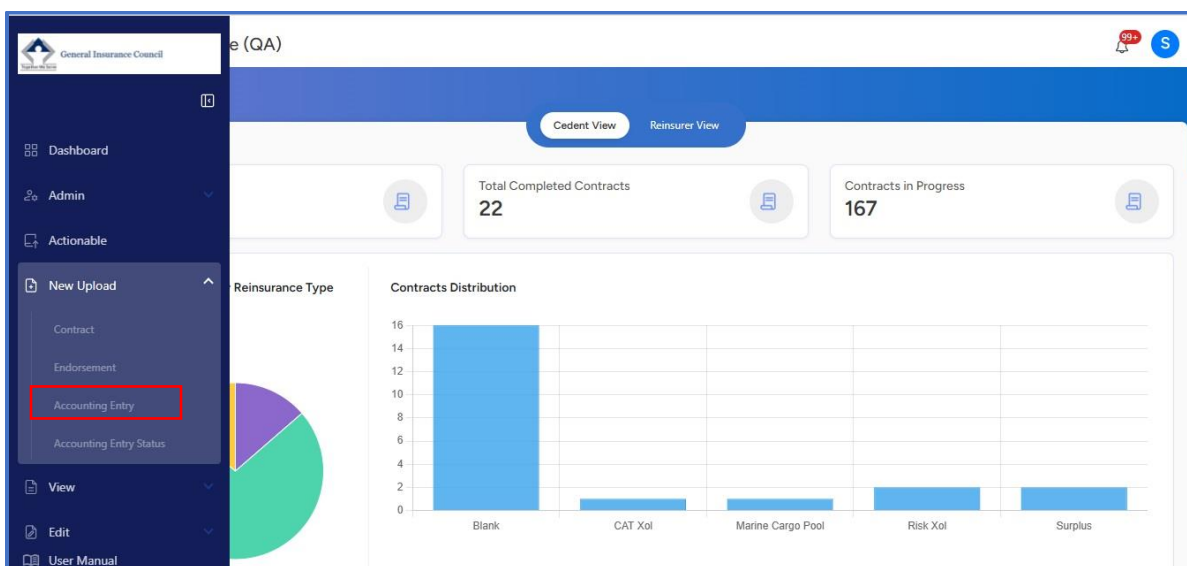
List of contract placements

Contract placer	Contract ID	Reinsurance typ	Treaty Number/	Cedant Name	Broker Name	Reinsurer Name	Contract Name/	Contract type	Created on	Start date	End date
CP34567	CID363924...	Fire Surplus...	CID373829	HDFC Ergo	ACME Insur...	Universal s...	Name Treaty	Surplus	01-Apr-20...	01-Apr-20...	31-Mar-2...
CP34567	CID364432	Fire quota 2...	CID363924...	Universal s...	ACME Insur...	Future gen...	Treaty Name	Quota	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID783922	Engineering...	CID364432	Future gen...	ACME Insur...	Godigit	Name Treaty	Quota	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID373829	Fire additio...	CID783922	Godigit	ACME Insur...	Reliance ge...	Name Treaty	Quota	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID372992	Fire quota 2...	CID372992	Reliance ge...	ACME Insur...	SBI General	Name Treaty	Quoto	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID628768	Engineering...	CID628768	SBI General	ACME Insur...	Godigit	Treaty Name	Surplus	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID978787	Engineering...	CID7679811	Godigit	ACME Insur...	SBI General	Name Treaty	Surplus	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID767169	Engineering...	CID978787	SBI General	ACME Insur...	Reliance ge...	Treaty Name	Surplus	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID786189	Fire additio...	CID971679	Reliance ge...	ACME Insur...	HDFC Ergo	Name Treaty	Quoto	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID7679811	Fire additio...	CID767169	HDFC Ergo	ACME Insur...	Reliance ge...	Treaty Name	Quoto	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID198776	Fire additio...	CID786189	Reliance ge...	ACME Insur...	HDFC Ergo	Name Treaty	Quoto	10-Dec-2...	10-Dec-2...	10-Dec-2...
CP34567	CID971679	Fire additio...	CID198776	Reliance ge...	ACME Insur...	Godigit	Treaty Name	Quoto	10-Dec-2...	10-Dec-2...	10-Dec-2...

- Review and download the **CPIDs pending for Accounting Entry submission**.

## Step 2: Initiate Upload

- Navigate directly to **New Upload → Accounting Entry**.



### Step 3: Download Relevant Accounting Entry Template

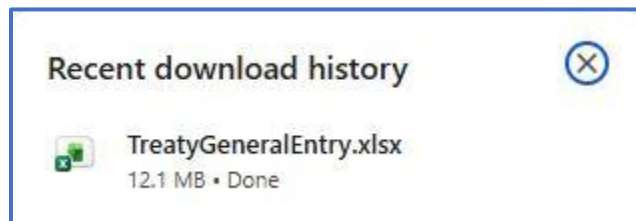
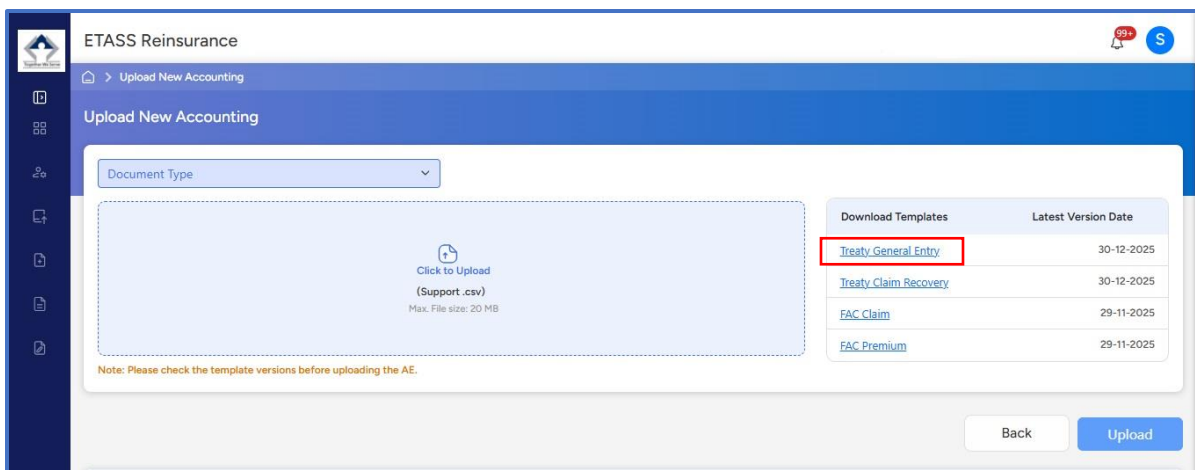
Download the template based on contract and transaction type:

#### A. Treaty (Proportional / Non-Proportional)

- Template 1: Periodic / MDP Entries
- Template 2: Claim / Recovery Entries

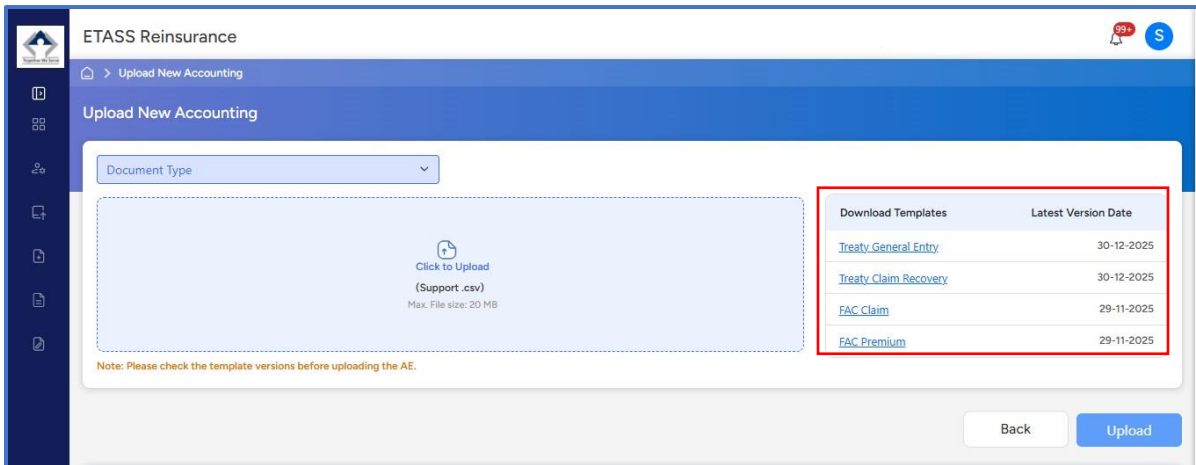
#### B. Facultative (Premium / Claims)

- Template 1: Premium Entries
- Template 2: Claim Entries



### Step 4: Verify Template Version

- Check the **Template Version** and **Version Updated Date** displayed beside the template name.
- Review the informational **Note** shown before downloading.
- Always use the **latest template version**.

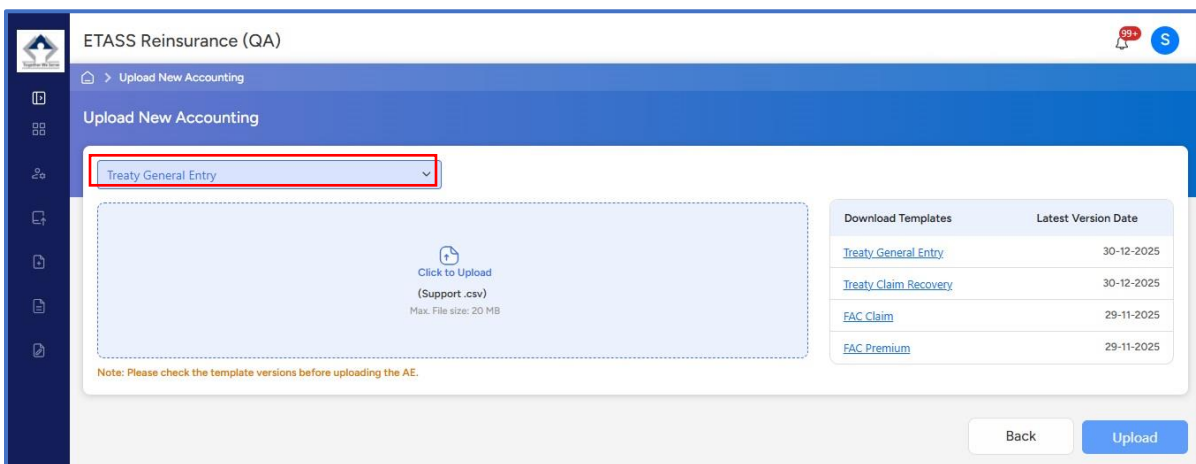


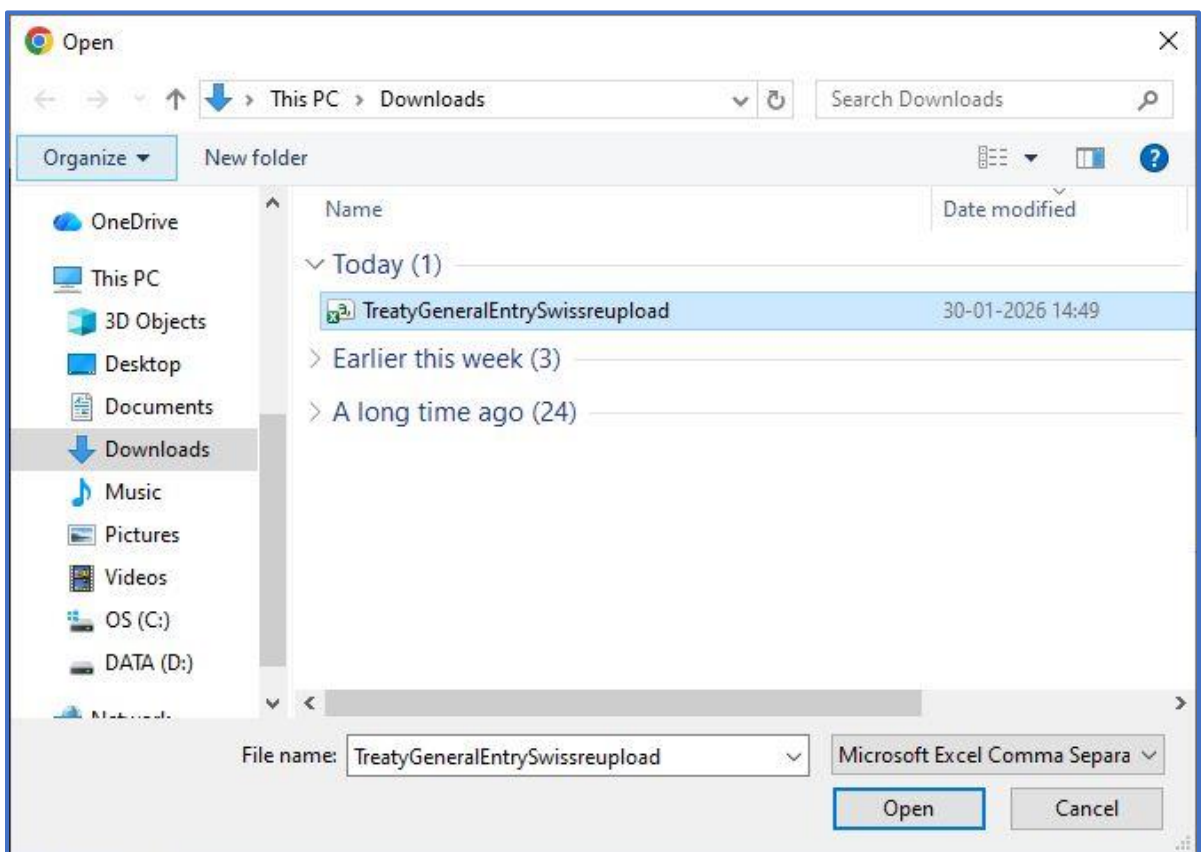
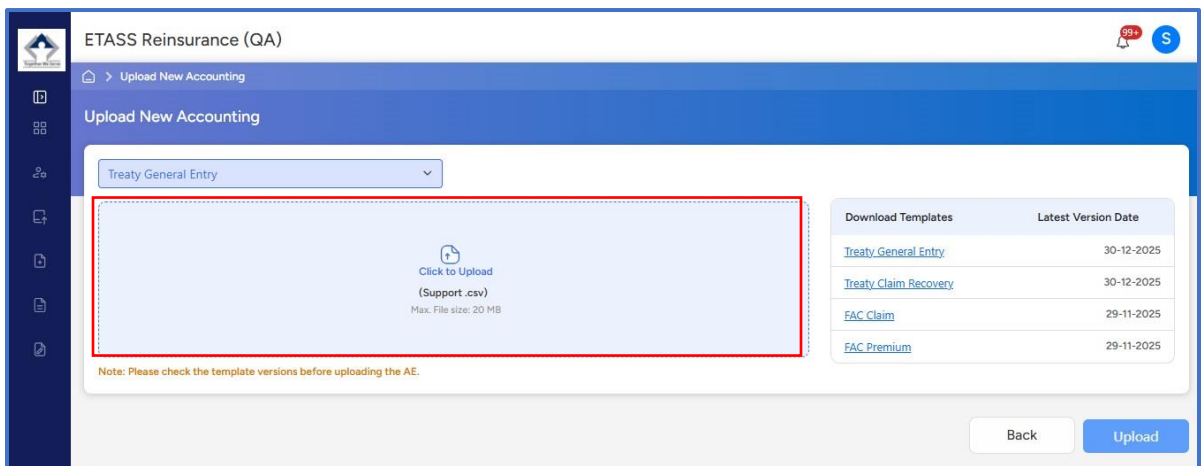
### Step 5: Populate the Template

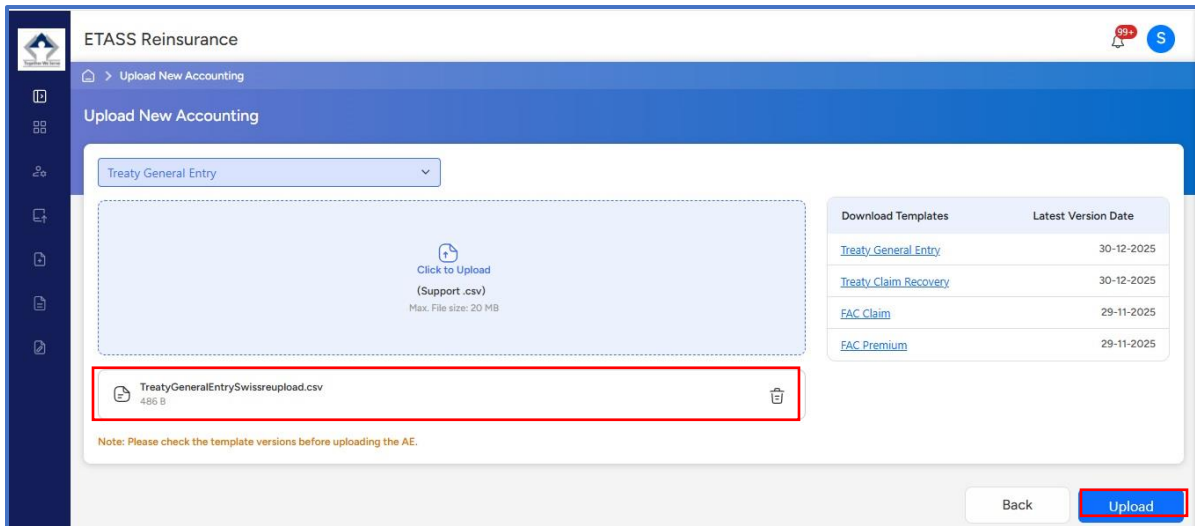
- Enter accounting data for the downloaded CPIDs.
- Refer to **field-level tooltips** for guidance.
- Ensure mandatory fields are completed correctly.
- Avoid duplicate records.
- Save the completed file in **.csv format**.

### Step 6: Upload the Accounting Entry File

- Select the appropriate **Document Type**.
- Upload the completed **.csv** file.

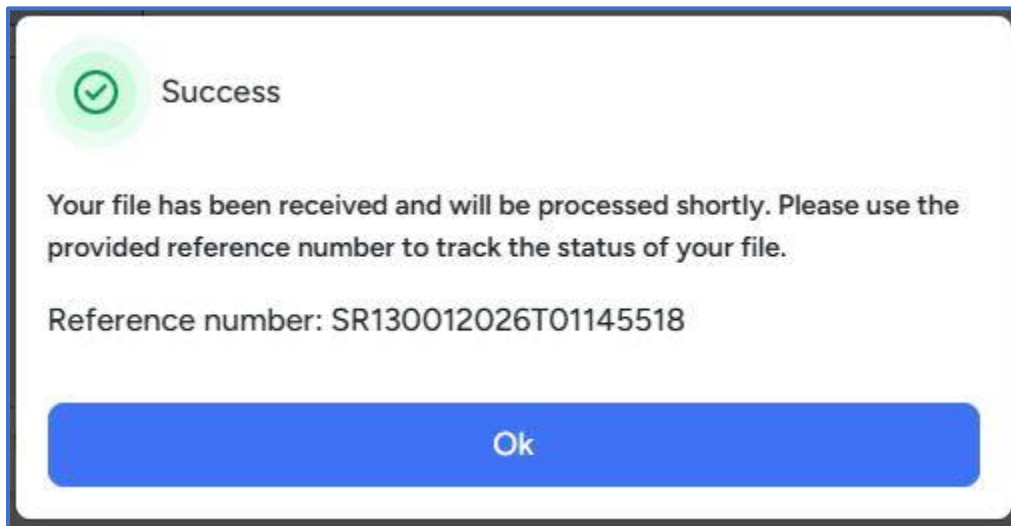






### Step 7: Capture Upload Reference Number

- Upon successful upload, the system generates an **Upload Reference Number**.



### Step 8: System Validations

The system performs the following validations:

#### File-Level:

- File format: .csv
- File size: less than **5 MB**
- Record limit: maximum **5,000 rows**

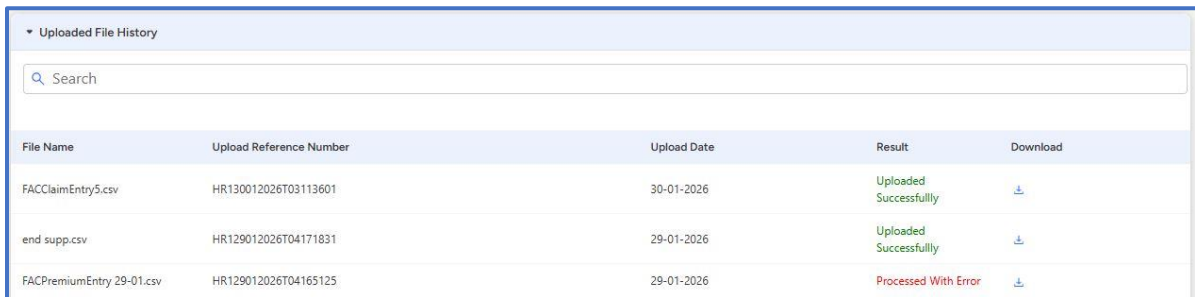
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### Step 9: Email Notification to Cedant

- System sends an email notification with:
    - Upload status
    - Upload Reference Number
- 

### Step 10: Track Upload Status

- Navigate to **New Upload → Accounting Entry → Uploaded File History**.
- View processing status for each upload.



File Name	Upload Reference Number	Upload Date	Result	Download
FACClaimEntry5.csv	HR130012026T03113601	30-01-2026	Uploaded Successfully	<a href="#">Download</a>
end supp.csv	HR129012026T04171831	29-01-2026	Uploaded Successfully	<a href="#">Download</a>
FACPremiumEntry 29-01.csv	HR129012026T04165125	29-01-2026	Processed With Error	<a href="#">Download</a>

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### Step 11: Review Processing Results

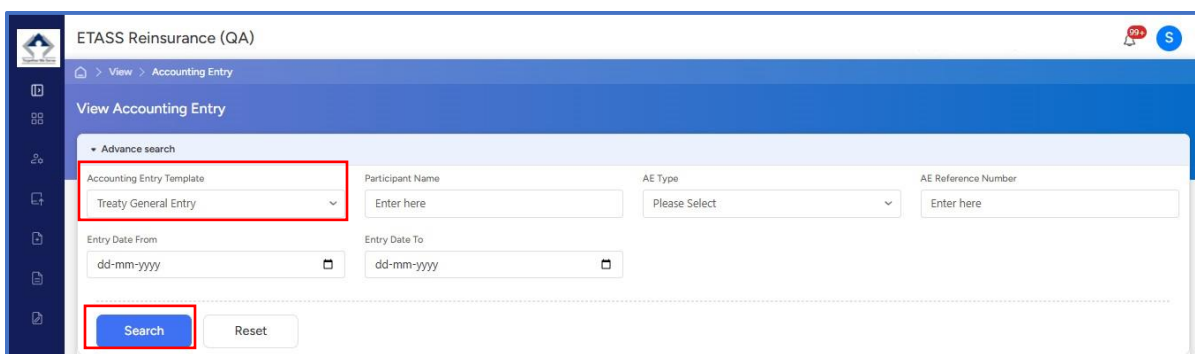
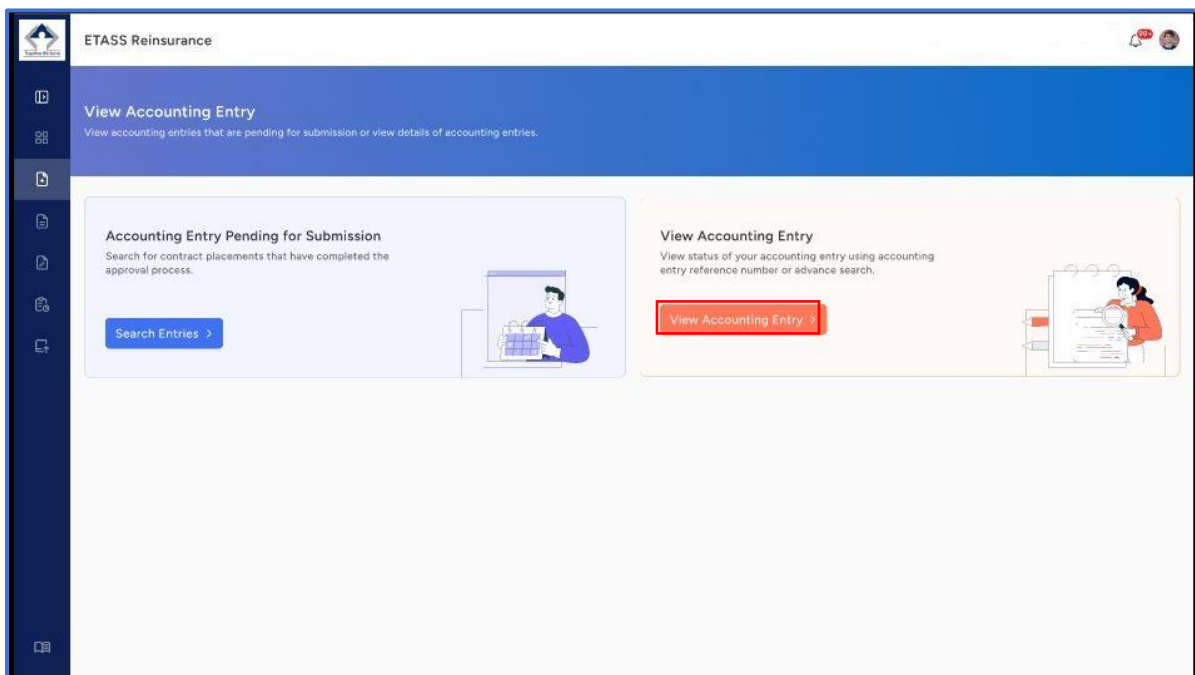
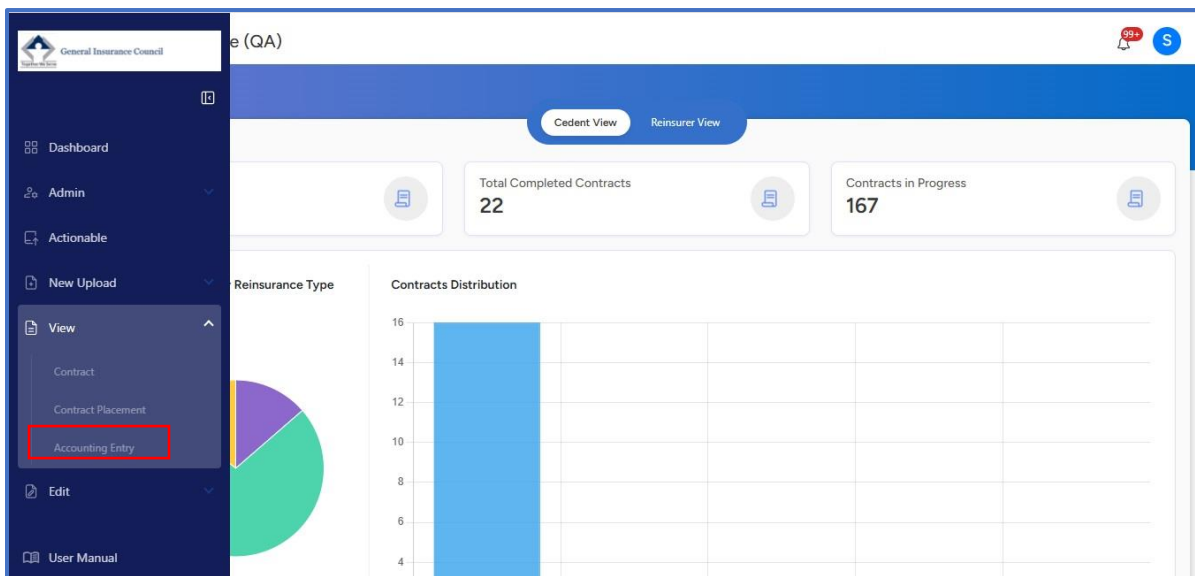
- **Successful records:**
    - AE (Accounting Entry) Reference Numbers are generated.
  - **Failed records:**
    - Reason for rejection is displayed.
    - Correct the data and re-upload, if required.
- 

### Step 12: Routing to Next Stage

- All valid accounting entries are routed automatically to the **Broker or Reinsurer** for next-stage approval.
- 

### Step 13: View Accounting Entry

- Navigate to **View → Accounting Entry → View Accounting Entry**.



- Search using required criteria to view Accounting Entries.

- Use search and filter options to refine results.

The screenshot shows the 'View Accounting Entry' page in ETASS Reinsurance. At the top, there is an 'Advance search' section with a search bar and a red box around the 'Export xls' button. Below this is a table titled 'List of Accounting Entries' with columns: AE Number, AE Type, Company Code, Cedant Name, Broker Name, Reinsurer Name, Contract Name/Insured Name, Contract ID, Contract Type, Entry Date, and Status. The first row is highlighted, and the 'Export xls' button is highlighted with a red box.

AE Number	AE Type	Company Code	Cedant Name	Broker Name	Reinsurer Name	Contract Name/Insured Name	Contract ID	Contract Type	Entry Date	Status
AE-HR12425FAC0095R101-414	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	13-01-2026	Rejected By Reinsurer
AE-HR12425FAC0095R101-578	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-579	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-581	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-582	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-583	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-585	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-586	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-588	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-589	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval

- Download data using **Export XLS** (all records) or **Download** (selected records).

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AE-HR12425FAC0095R101-578	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-579	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-581	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-582	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-583	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-585	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-586	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-588	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
AE-HR12425FAC0095R101-589	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval

ETASS Reinsurance

> Accounting Entry > AE Number

AE-HR12425FAC009SR101-414

[View Contract Details](#)

**Contract Information**

Contract ID HR12425FAC009	Insured Name APPLE INC	Policy Number ICIGI29122025	UW Year 2025 - 2025
Policy Start Date 01-03-2025	Policy End Date 30-12-2025	Cedant Name Hannover Re	Reinsurer Name Swiss Re
Broker Name ACME InsuranceBroking ServicesP Ltd	Reinsurer Share % 60%	CPID HR12425FAC009SR101	Risk Location INDIA

**Accounting Information**

Upload Type New	Cedant AE Reference Number ASD12345	Broker AE Reference Number broker	Reinsurer AE Reference Number Reins788
Cedant Claim Number A4	Claim Recovery Due Date -		

Class of Business	Description	P/R/Info	Entry Code	Entry Name	Currency Symbol	Remark	Amount
<a href="#">Broker Added Details</a>							
P/R/Info	Entry Code	Entry Name	Currency Symbol	Remark	Amount		
R	1105	Brokerage (With tax.)	-			1,000.00	
						Receivable from Broker	1,000.00

Remark : OK

- Accounting Entry status is displayed descriptively; final statuses include **Approved by Broker/Reinsurer** and **Settled** (post settlement).
- Click on the **AE Number** to view:
  - Contract information
  - Accounting Entry summary and detailed breakup
  - Total Payable / Receivable value**
- Current AE status (e.g., **New / Resubmitted**) is displayed in the top header.
- Click **View Contract Details** to open the related contract information for the selected Accounting Entry.
- During export or download of the Accounting Entry, contract-related details such as Contract ID, Section/Layers, Broker Name, Reinsurer Name, and Share % will be displayed exactly as recorded in the respective Contract.
- These details will be fetched based on the CPID entered at the time of upload, irrespective of the data provided in the upload file.