

ETASS - Re

Reinsurer (Accounting Entry)



General Insurance Council

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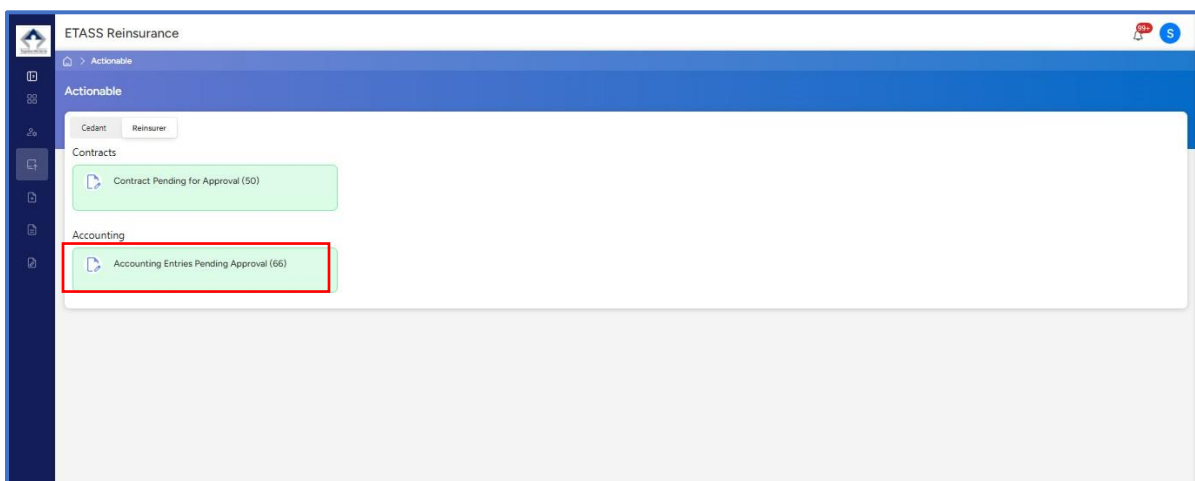
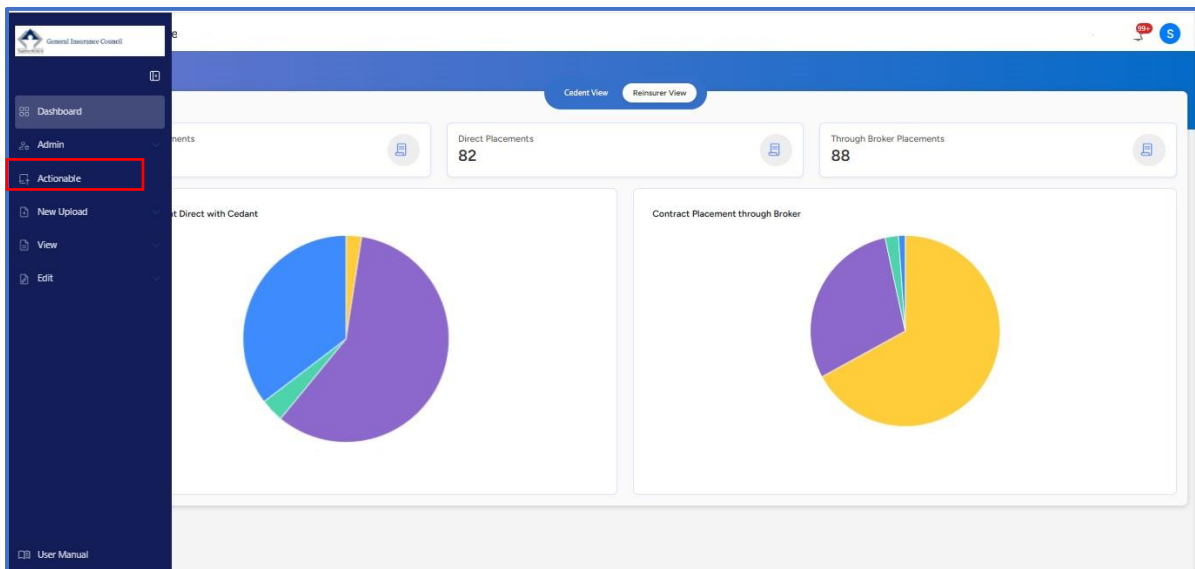
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1. Introduction to Accounting Entry

This section describes the **Reinsurer's role in reviewing and acting on Accounting Entries**. Reinsurers can view pending Accounting Entries, download and review entry details, and provide **Approve or Reject** decisions using a standardized status upload process. Based on the decision, the Accounting Entry is either sent back to the Broker/Cedant for correction or marked as approved, completing the accounting flow.

Step 1: View Pending Confirmation

- Navigate to **Actionable** → **Accounting Entries Pending Approval**.



- Use **Advanced Search** to locate Accounting Entries using **AE Reference Numbers**.
- On search, the system displays Accounting Entries pending approval based on the criteria.

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Accounting Entry Pending for Approval

Upload Accounting Entry Status

Advance search

Accounting Entry Template: Treaty General Entry

Participant Name: Enter here

AE Type: Please Select

AE Reference Number: Enter here

Entry Date From: dd-mm-yyyy

Entry Date To: dd-mm-yyyy

Search Reset

Step 2: Review Pending Accounting Entries

- Select the **AE Reference Number** to review pending approvals.
- Download and review entry details:
 - Click **Export XLS** to download all records.
 - Select specific AE Numbers to enable the **Download** link for selected records only.
- Click on **Upload Accounting Entry Status** button to upload the Accounting Entry Status or refer Step 3.

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Accounting Entry Pending for Approval

Upload Accounting Entry Status

Advance search

List of Accounting Entry

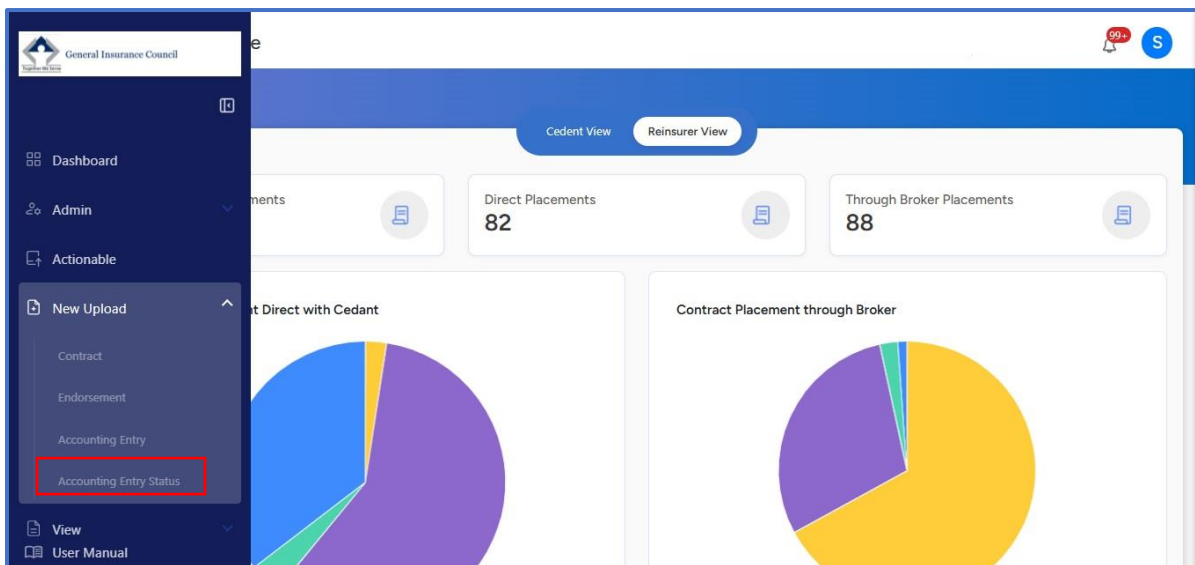
Download Search Export xls

AE Number	CPID	Contract ID	Cedant Name	Reinsurer Name	Treaty Name/Insured Name	Broker Section/Layer Reference Number	Entry Type	Contract Type	Uploaded Date
<input checked="" type="checkbox"/> AE-HR12526CKL061101SR101-374	HR12526CKL061101SR101	HR12526CKL061	Hannover Re	Swiss Re	NP 13 01/01	--	MDP	CAT Xol	21-01-2026
<input type="checkbox"/> AE-HR12526CKL061101SR101-375	HR12526CKL061101SR101	HR12526CKL061	Hannover Re	Swiss Re	NP 13 01/01	--	MDP	CAT Xol	21-01-2026
<input type="checkbox"/> AE-HR12526MCP011501SR101-200	HR12526MCP011501SR101	HR12526MCP011	Hannover Re	Swiss Re	Jeud	--	MDP	Marine Cargo Pool	30-12-2025
<input type="checkbox"/> AE-HR12526MCP011501SR101-301	HR12526MCP011501SR101	HR12526MCP011	Hannover Re	Swiss Re	Jeud	--	MDP	Marine Cargo Pool	30-12-2025
<input type="checkbox"/> AE-HR12526MCP011501SR101-302	HR12526MCP011501SR101	HR12526MCP011	Hannover Re	Swiss Re	Jeud	--	MDP	Marine Cargo Pool	30-12-2025
<input type="checkbox"/> AE-HR12526MCP011501SR101-303	HR12526MCP011501SR101	HR12526MCP011	Hannover Re	Swiss Re	Jeud	--	MDP	Marine Cargo Pool	30-12-2025
<input type="checkbox"/> AE-HR12526MCP011501SR101-354	HR12526MCP011501SR101	HR12526MCP011	Hannover Re	Swiss Re	Jeud	--	Periodic SOA	Marine Cargo Pool	06-01-2026
<input type="checkbox"/> AE-HR12526MCP011501SR101-355	HR12526MCP011501SR101	HR12526MCP011	Hannover Re	Swiss Re	Jeud	--	Periodic SOA	Marine Cargo Pool	06-01-2026
<input type="checkbox"/> AE-HR12526MCP011501SR101-356	HR12526MCP011501SR101	HR12526MCP011	Hannover Re	Swiss Re	Jeud	--	Periodic SOA	Marine Cargo Pool	06-01-2026
<input type="checkbox"/> AE-HR12526MCP011501SR101-358	HR12526MCP011501SR101	HR12526MCP011	Hannover Re	Swiss Re	Jeud	--	Periodic SOA	Marine Cargo Pool	06-01-2026

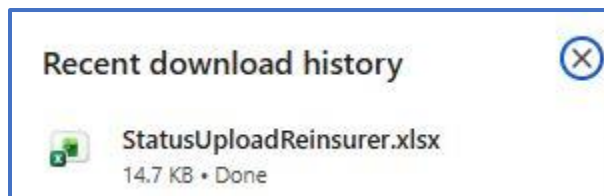
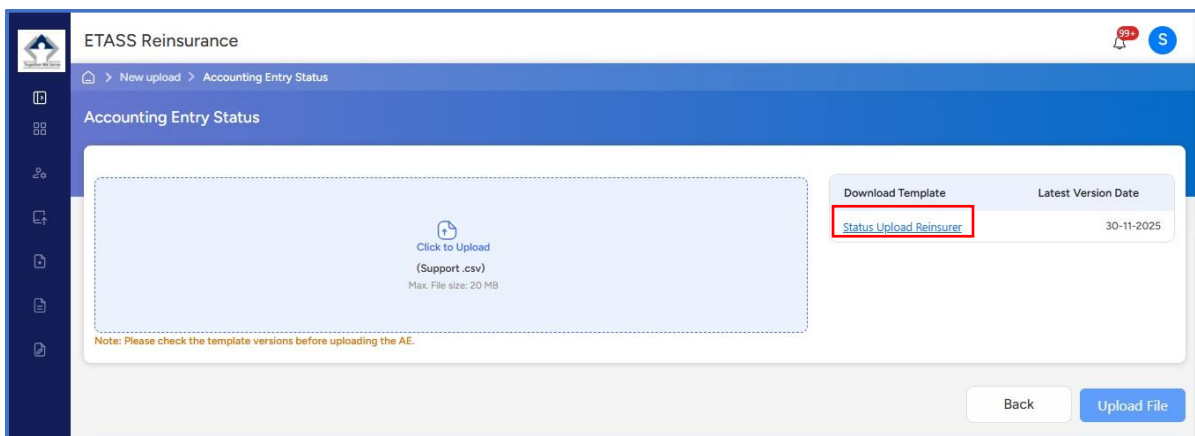
Showing 1 to 10 of 19 entries

Step 3: Approve / Reject Accounting Entries

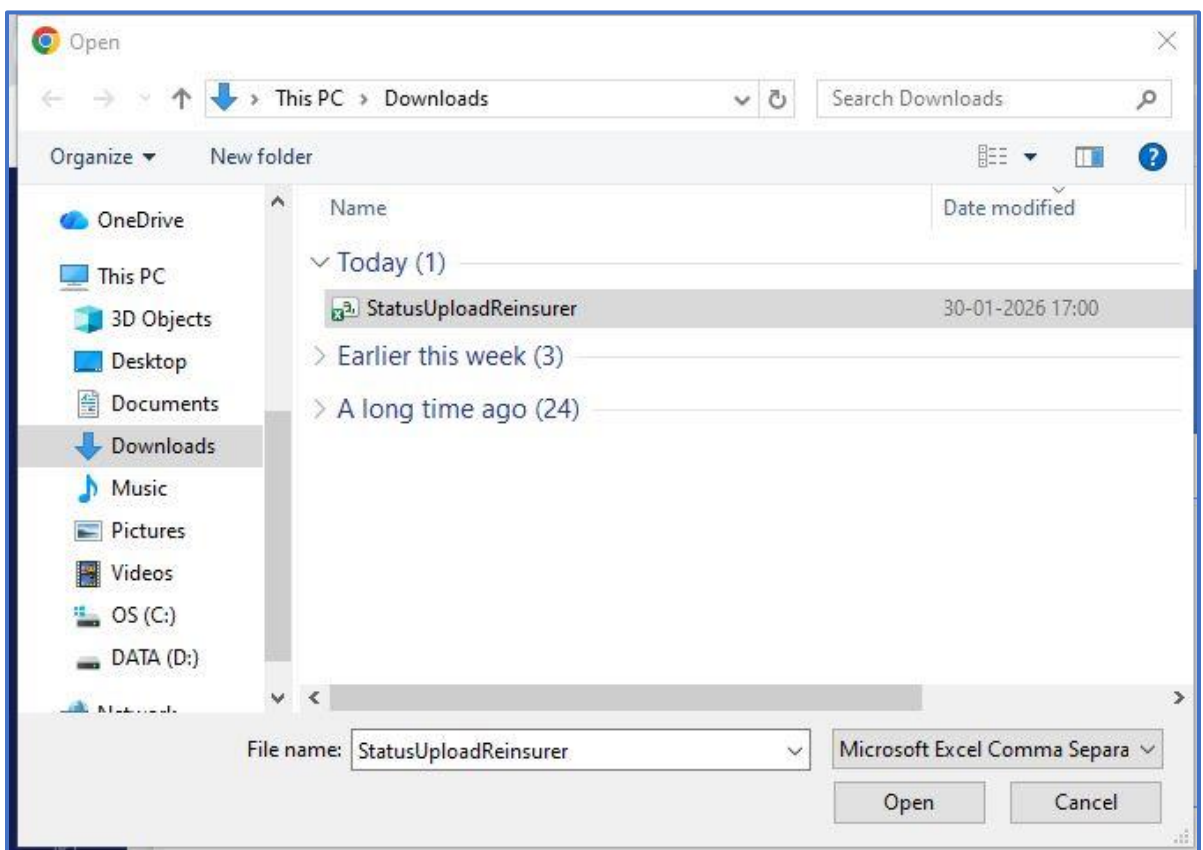
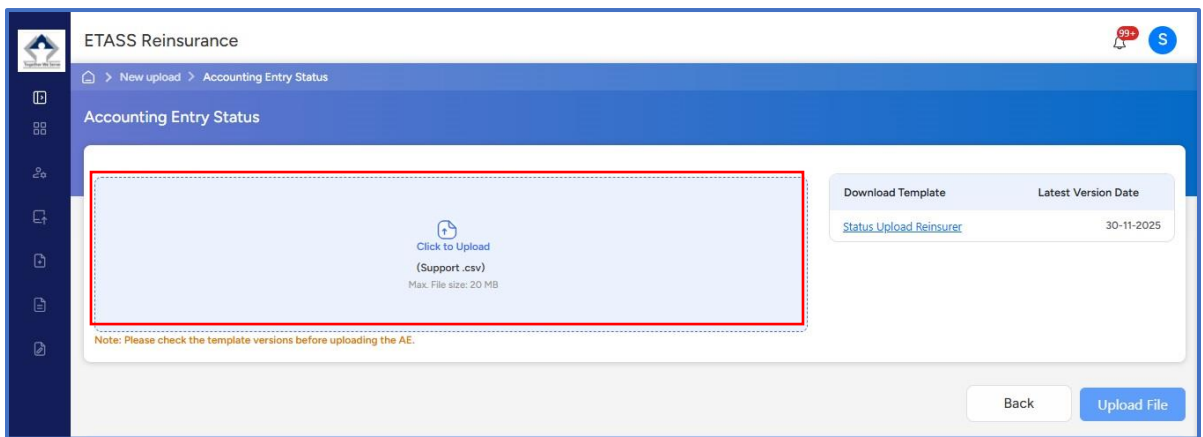
- Navigate to **New Upload** → **Accounting Entry Status**.

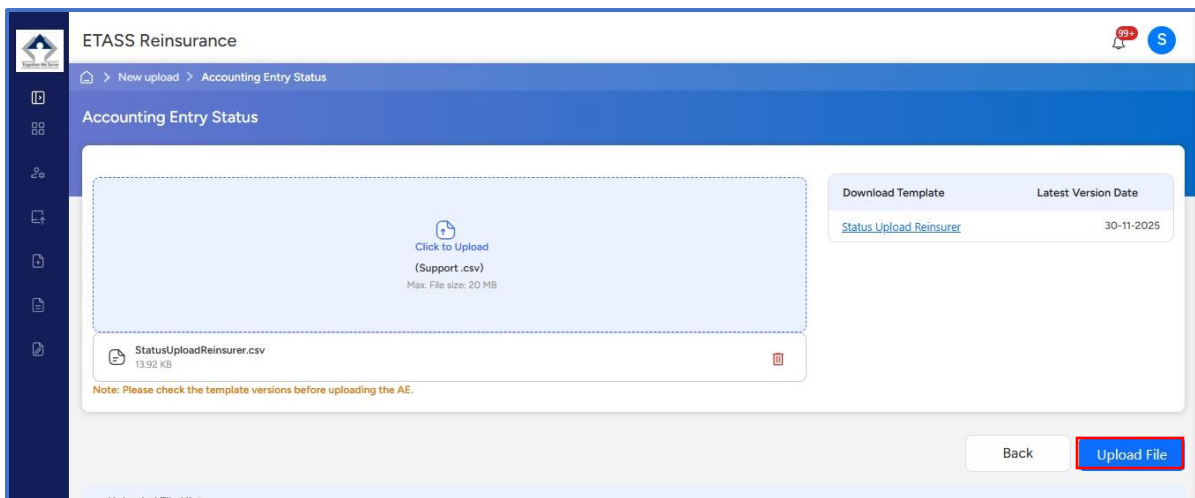


- Download the **Reinsurer Status Template**.



- Populate the template with:
 - **AE Reference Numbers**
 - **Approve / Reject** decision
 - **Remarks** (mandatory for rejection)

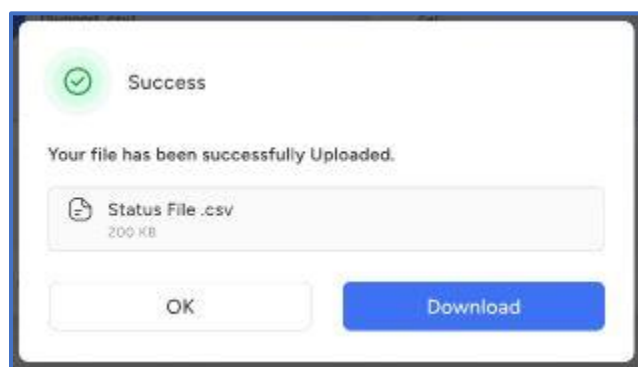


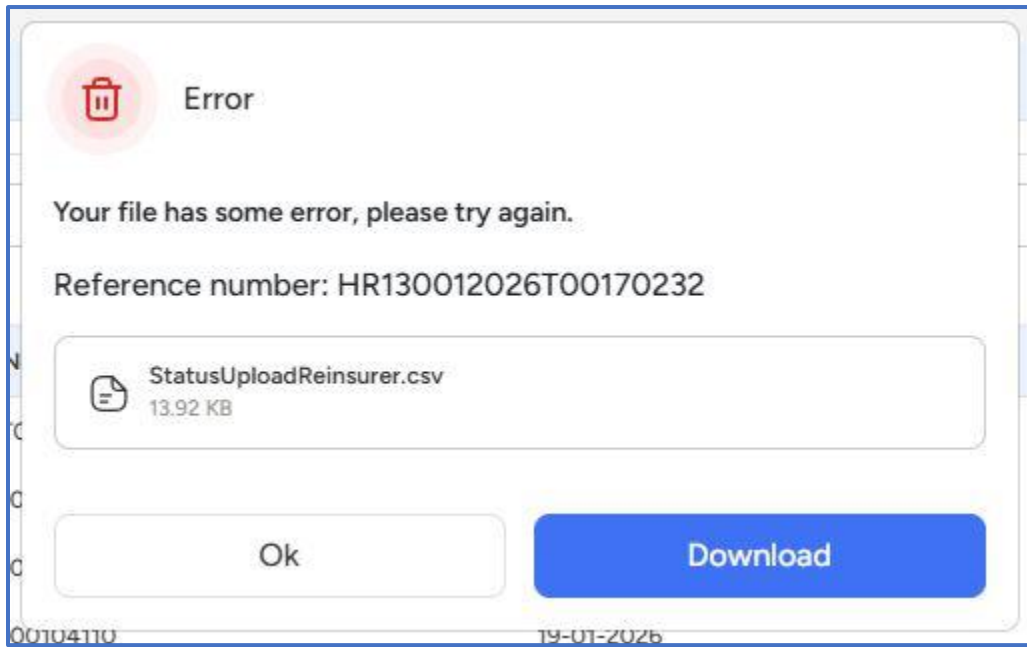


- Upload the completed file for processing.

Step 4: Upload Processing Outcome

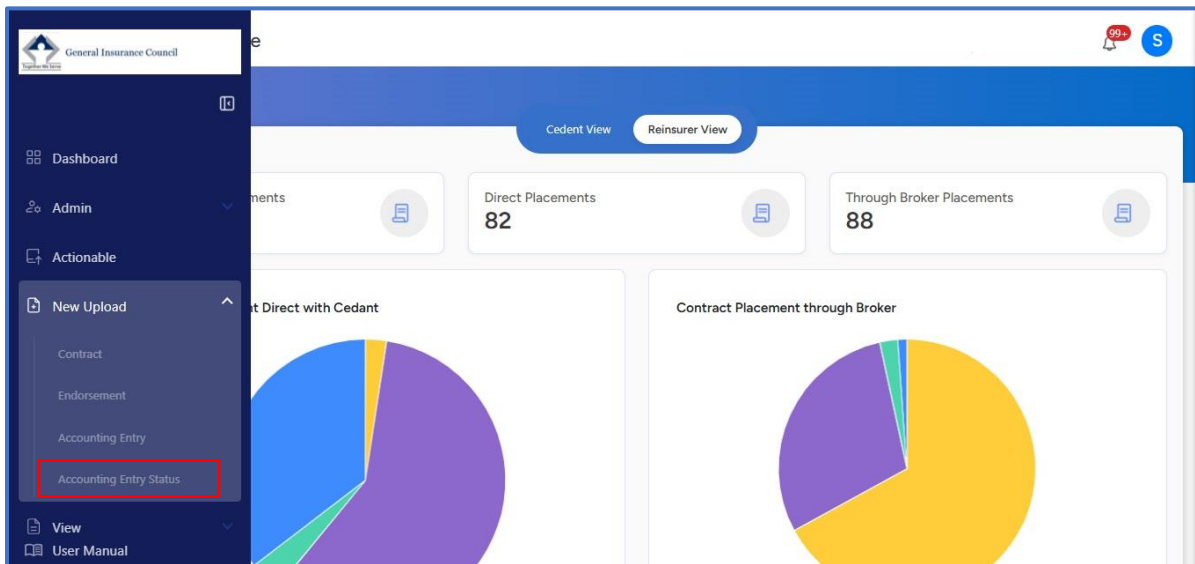
- If validations pass, AE status is updated successfully, and a success message is displayed.
- A **Download** button is available to download the processed file.
- If any record fails at AE level:
 - Valid records are processed successfully.
 - Failed records are marked with reason for failure.
- In **Uploaded File History**, **Successful** and **Failed** counts are displayed at **AE level**.





Step 6: Track Uploaded File Status

- Navigate to **New Upload** → **Accounting Entry Status** → **Uploaded File History**.



Uploaded File History				
<input type="text" value="Search"/>				
File Name	Uploaded Ref No.	Upload Date	Result	Download
StatusUploadReinsurer_2201.csv	HR122012026T00130352	22-01-2026	Uploaded Successfully	↓
StatusUploadReinsurer (3).csv	HR121012026T00161119	21-01-2026	Processed With Error	↓
StatusUploadReinsurerEmpty.csv	HR121012026T00102001	21-01-2026	Uploaded Successfully	↓

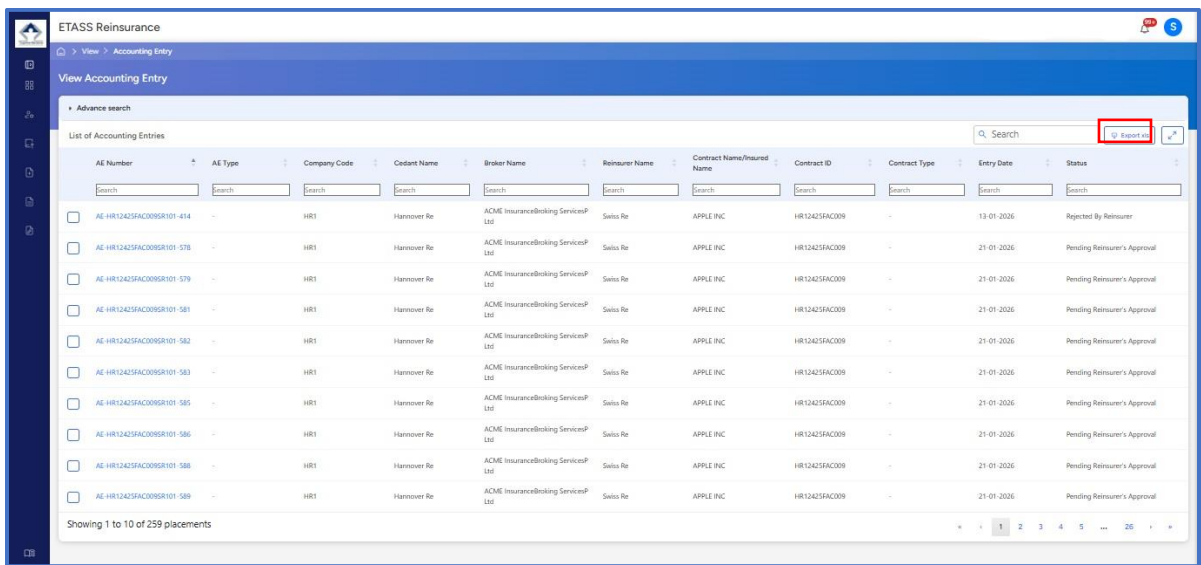
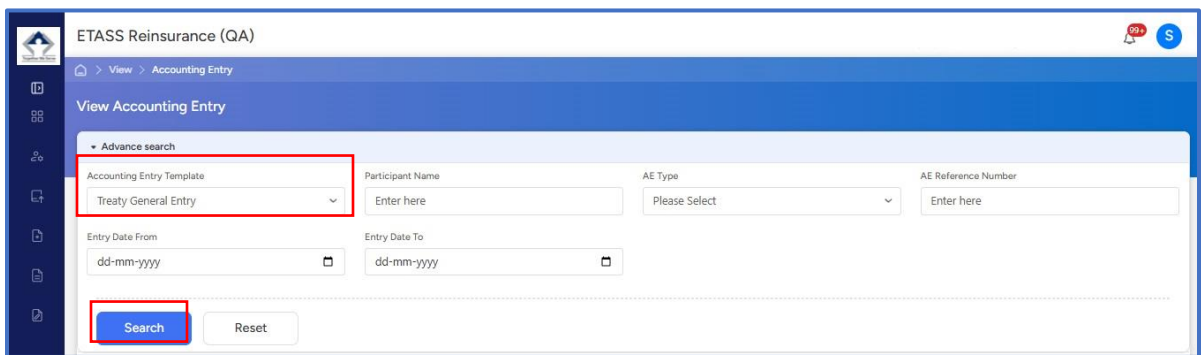
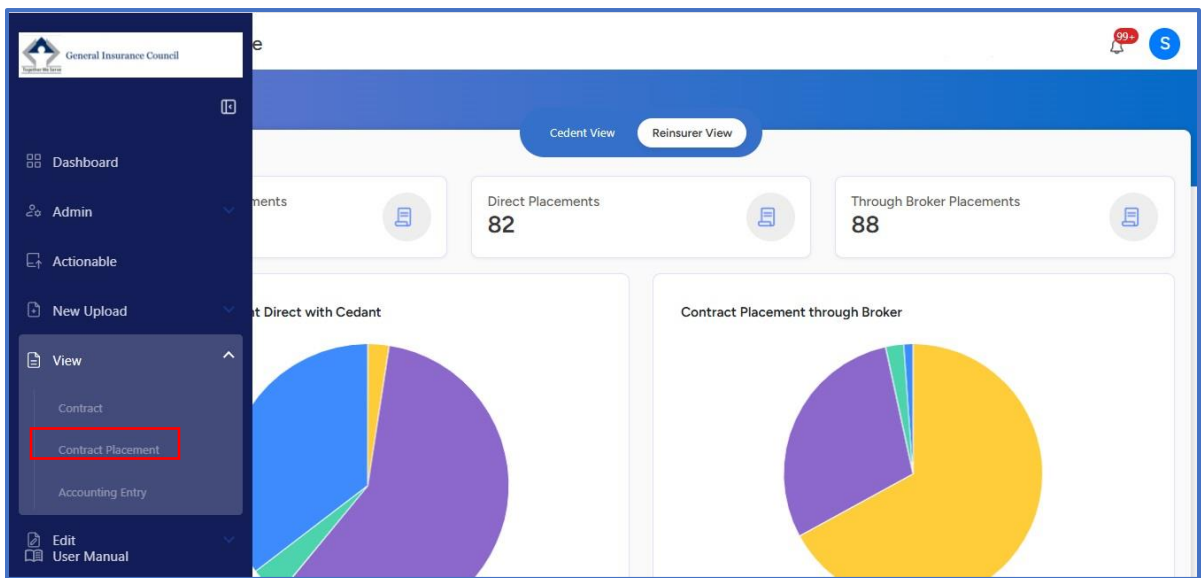
- Search using **File Name**.
- The system displays:
 - File Name
 - Upload Date
 - Status
 - Successful Records
 - Failed Records
 - Download option for review

Step 7: Post Approval / Rejection Flow

- **If Reinsurer Rejects the Accounting Entry:**
 - Sent to **Broker** (for through-broker placement)
 - Sent to **Cedant** (for direct placement)
- **If Reinsurer Approves the Accounting Entry:**
 - Accounting Entry flow is completed.

Step 8: 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.
- Download data using **Export XLS** (all records) or **Download** (selected records).

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View Accounting Entry

Advance search

List of Accounting Entries

Download Search Export xls

AE Number	AE Type	Company Code	Cedant Name	Broker Name	Reinsurer Name	Contract Name/Insured Name	Contract ID	Contract Type	Entry Date	Status
<input checked="" type="checkbox"/> AE-HR12425FAC009SR101-414	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	13-01-2026	Rejected By Reinsurer
<input type="checkbox"/> AE-HR12425FAC009SR101-578	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC009SR101-579	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC009SR101-581	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC009SR101-582	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC009SR101-583	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC009SR101-585	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC009SR101-586	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC009SR101-588	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval
<input type="checkbox"/> AE-HR12425FAC009SR101-589	-	HR1	Hannover Re	ACME InsuranceBroking ServicesP Ltd	Swiss Re	APPLE INC	HR12425FAC009	-	21-01-2026	Pending Reinsurer's Approval

Showing 1 to 10 of 259 placements

ETASS Reinsurance

Accounting Entry AE Number

AE-HR12425FAC009SR101-414

View Contract Details

Contract Information

Contract ID HR12425FAC009	Insured Name APPLE INC	Policy Number ICIG129122025	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
Broker Advised Details							
P/R/Info	Entry Code	Entry Name	Currency Symbol	Remark	Amount		
R	1105	Brokerage (With tax.)	-			Receivable from Broker	1,000.00
							1,000.00

Remark : OK

- Accounting Entry status is displayed descriptively; final statuses include **Approved/Rejected** 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.

