

# ETASS - Re

Reinsurer (Settlement)



General Insurance Council

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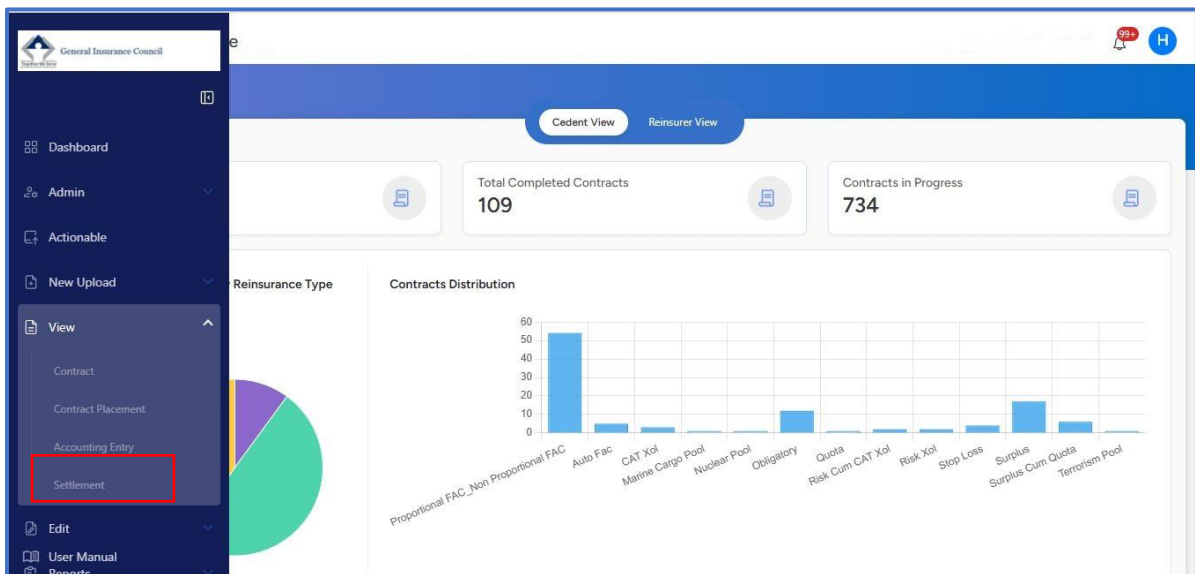
## 1. Introduction to Settlement

**Settlement** is the process of finalizing financial transactions between involved parties, such as cedant, reinsurers, and brokers, by ensuring that all approved accounting entries (AEs) are accurately paid and recorded. It includes stages such as uploading settlement details, verification, approval or rejection, and final confirmation, thereby enabling smooth financial closure of transactions.

## 2. Pending for Settlement – Search & Download

### Step 1: Access Pending Settlement

- Log in with Reinsurer credentials.
- Navigate to **View** → **Settlement** → **Pending for Settlement**



The screenshot shows the ETASS Reinsurance Settlement page. The page title is 'Settlement' and the subtitle is 'View accounting entries that are awaiting settlement or view details of settlements that have been settled.' The page is divided into two main sections: 'Pending for Settlement' and 'View Settlement'. The 'Pending for Settlement' section has a description: 'Search between completed accounting entries and view additional details.' Below this description is a blue button labeled 'Search Entries', which is highlighted with a red box. The 'View Settlement' section has a description: 'View status of your settlement using settlement reference number or advance search.' Below this description is an orange button labeled 'View Settlement'. The page also features a dark blue navigation menu on the left with the following items: Settlement, Admin, Actionable, New Upload, Edit, User Manual, and Reports.

## Step 2: Search Functionality

- Open the Advanced Search section.
- Apply filters to view approved Accounting Entries (AE) pending for settlement.
- In Company Name / Beneficiary Name:
  - Select values from a multi-select dropdown
  - Use the “All” option to view all records
  - Use the search field with type-ahead suggestions for quick selection
- The system displays the first payable or receivable party as:
  - Cedant → For direct placement
  - Broker → For broker placement
- The system excludes:
  - AE numbers where settlement is already initiated by the cedant or broker.

The screenshot displays the ETASS Reinsurance system interface. The main heading is "List of AE's pending for settlement". Below this, there is an "Advance search" section with several filters. The "Company/Beneficiary Name" filter is highlighted with a red box and shows "6 Selected". The "Search" button is also highlighted with a red box. Below the search filters, there is a table with columns: AE Number, AE Type, Booking Currency, Company/Beneficiary Name, Cedant AE Reference Number, Contract ID, and AE Date. The table contains several rows of data, including AE numbers like AE-HR12425FAC003501HR104-189 and AE-HR12425FAC0135R101-276.

## Step 3: Download Options

- Click “**Export XLS**” to download all records from the grid with the same columns in Excel format.

ETASS Reinsurance

View Settlement > List of AE's pending for settlement

List of AE's pending for settlement

Advance search

List of AE's pending for settlement

Download Search Export xls

AE Number	AE Type	Booking Currency	Company/Beneficiary Name	Cedant AE Reference Number	Contract ID	AE Date
AE-HR12425FAC03001HR104-189	Periodic SOA	INR	Hannover Re	CE0455	HR12425FAC003	29-12-2025
AE-HR12425FAC0135R101-276	FAC Premium	USD	Swiss Re	CARN5002	HR12425FAC013	05-01-2026
AE-HR12425FAC0195R101-1302	FAC Claim	INR	ACME InsuranceBroking ServicesP Ltd	CedantAeRef1233	HR12425FAC019	17-03-2026
AE-HR12425SL5004L01HR102-1222	Periodic SOA	USD	ACME InsuranceBroking ServicesP Ltd	vdfqy7	HR12425SL5004	04-03-2026
AE-HR12425SL5016L01HR101-135	Adjustment Premium	INR	ACME InsuranceBroking ServicesP Ltd	brfgg7	HR12425SL5016	17-12-2025
AE-HR12425SL5016L01HR101-48	Sliding Scale Commission	INR	Hannover Re	AECREteest002	HR12425SL5016	01-12-2025
AE-HR12425SL5016L01HR101-49	Adjustment Premium	INR	Munich Re	AECREteest001	HR12425SL5016	01-12-2025
AE-HR12425SUR032015R101-1373	Periodic SOA	USD	Swiss Re	tgylujl6	HR12425SUR032	24-03-2026
AE-HR12425SUR032015R101-1534	Adjustment Premium	CNY	Swiss Re	CedantAeRef2334	HR12425SUR032	02-04-2026
AE-HR12425SUR032015R101-1535	Sliding Scale Commission	CNY	Swiss Re	CedantAeRef2334	HR12425SUR032	02-04-2026

Showing 1 to 10 of 68 placements

- Download Selected Records:
  - Select required records from the grid
  - Click the **Download** link to download each selected Accounting Entry as a single record with its respective net payable/receivable amount, along with the required columns for entry in the Settlement Template.

ETASS Reinsurance

View Settlement > List of AE's pending for settlement

List of AE's pending for settlement

Advance search

List of AE's pending for settlement

Download Search Export xls

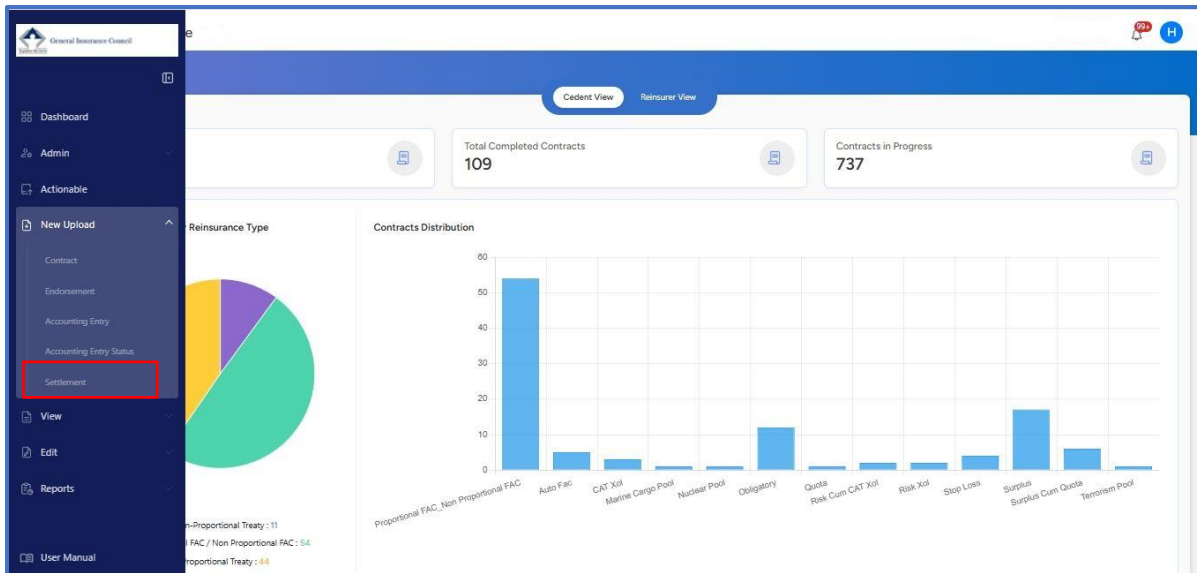
AE Number	AE Type	Booking Currency	Company/Beneficiary Name	Cedant AE Reference Number	Contract ID	AE Date
<input checked="" type="checkbox"/> AE-HR12526OBL0209501AGC01-1316	Adjustment Premium	INR	ACME InsuranceBroking ServicesP Ltd	CAERN000005	HR12526OBL029	20-03-2026
<input checked="" type="checkbox"/> AE-HR12526OBL0209501AGC01-1317	MDP	INR	ACME InsuranceBroking ServicesP Ltd	CAERN000006	HR12526OBL029	20-03-2026
<input checked="" type="checkbox"/> AE-HR12526OBL0209501AGC01-1338	Cash Call Claim	INR	ACME InsuranceBroking ServicesP Ltd	CAERN0001	HR12526OBL029	23-03-2026
<input type="checkbox"/> AE-HR12526OBL0209501AGC01-1339	CAT.XOL Recovery	INR	ACME InsuranceBroking ServicesP Ltd	CAERN0004	HR12526OBL029	23-03-2026
<input type="checkbox"/> AE-HR12526OBL0209501AGC01-1340	RISK.XOL Recovery	INR	ACME InsuranceBroking ServicesP Ltd	CAERN0002	HR12526OBL029	23-03-2026
<input type="checkbox"/> AE-HR12526OBL0209501AGC01-1341	Stop Loss Recovery	INR	ACME InsuranceBroking ServicesP Ltd	CAERN0003	HR12526OBL029	23-03-2026
<input type="checkbox"/> AE-HR12526OBL0209501AGC01-1342	Adjustment Premium	INR	ACME InsuranceBroking ServicesP Ltd	CAERN000102	HR12526OBL029	23-03-2026
<input type="checkbox"/> AE-HR12526OBL0209501AGC01-1344	No Claim Bonus	INR	ACME InsuranceBroking ServicesP Ltd	CAERN000107	HR12526OBL029	23-03-2026
<input type="checkbox"/> AE-HR12526OBL0209501AGC01-1345	Periodic SOA	INR	ACME InsuranceBroking ServicesP Ltd	CAERN000108	HR12526OBL029	23-03-2026
<input type="checkbox"/> AE-HR12526OBL0209501AGC01-1348	Profit Commission	INR	ACME InsuranceBroking ServicesP Ltd	CAERN000106	HR12526OBL029	23-03-2026

Showing 31 to 40 of 68 placements

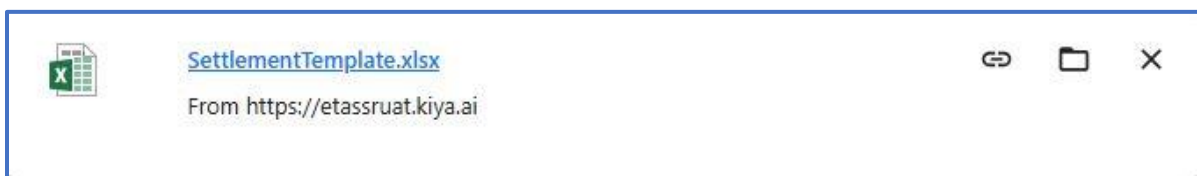
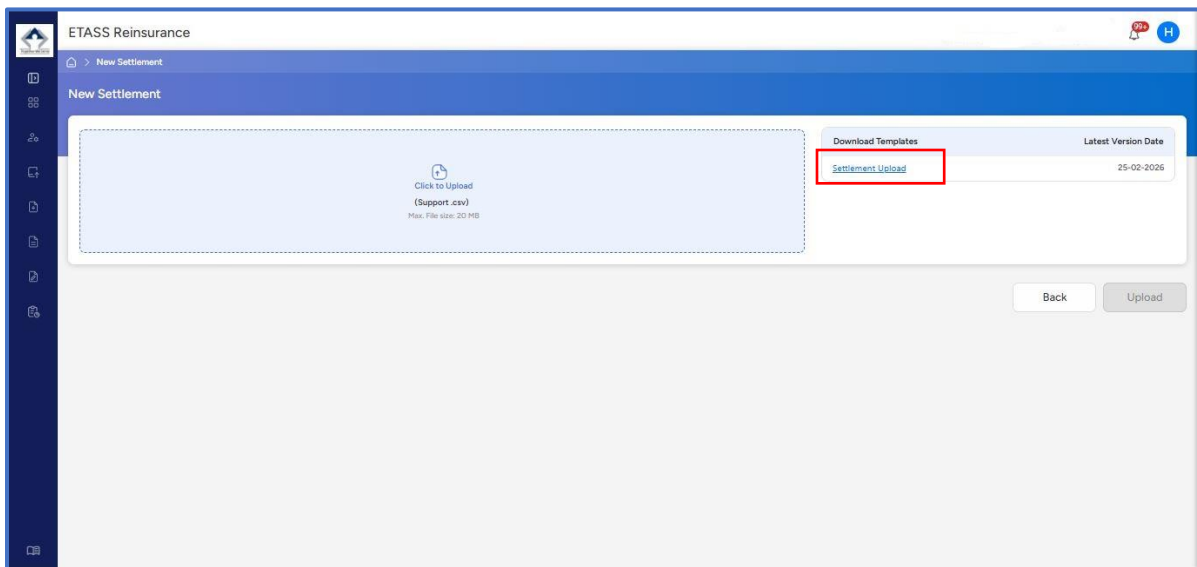
### 3. Settlement Upload Functionality

#### Step 1: Upload Settlement

- Go to **Menu** → **New** → **Settlement**



- Click on **Settlement Template** under **Download Template** to download the settlement template.

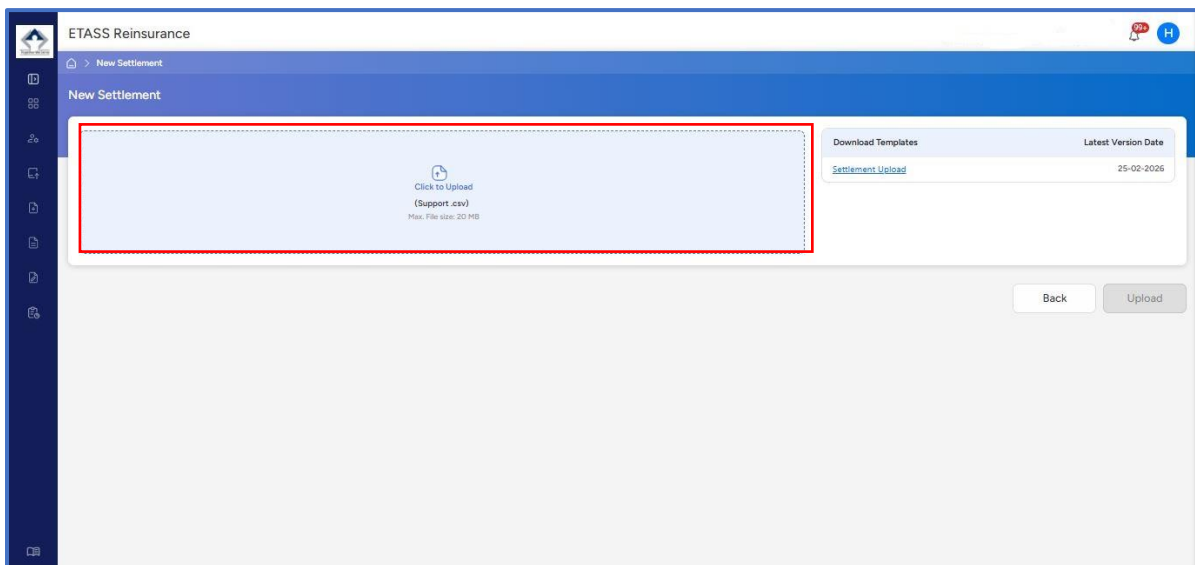


- Once the template is downloaded user needs to fill the below details in the settlement template :

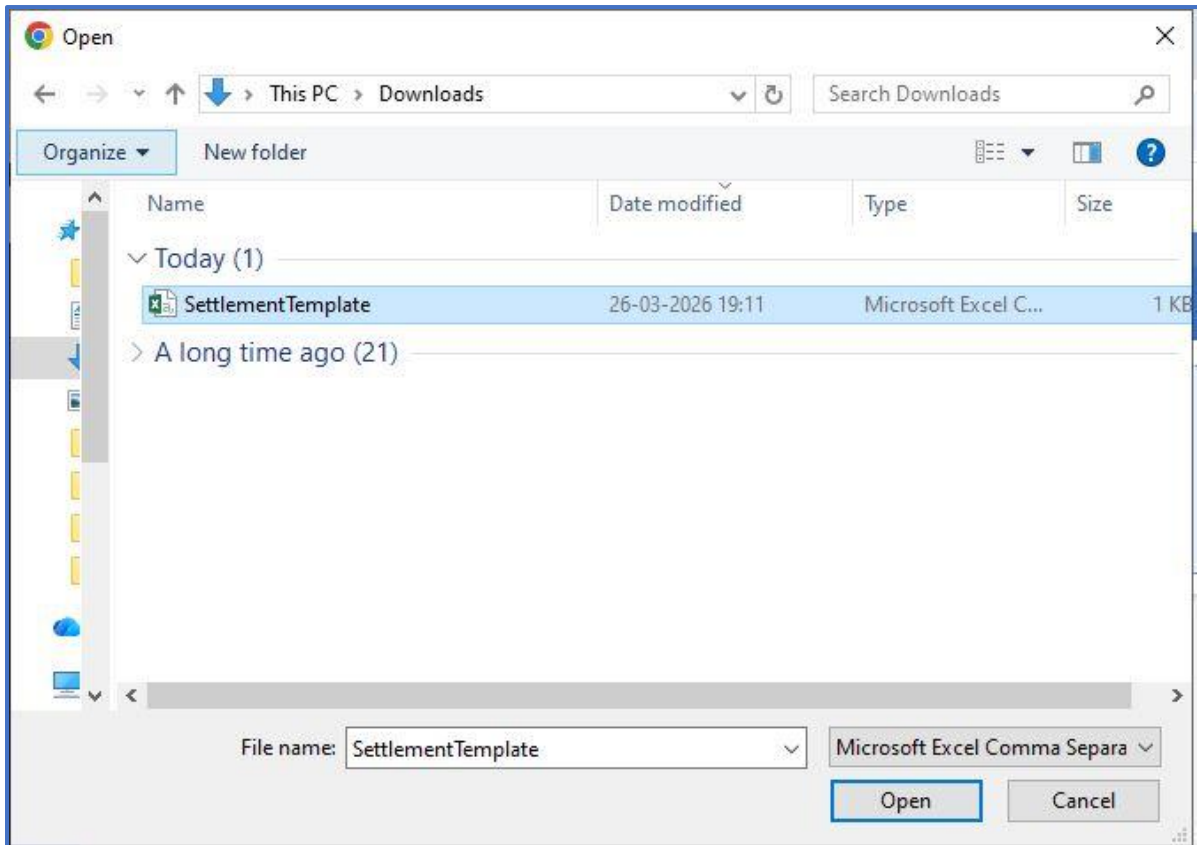
Column Name	Description
AE Number	Mandatory field. Enter the AE Number for which the settlement needs to be uploaded.

Cedant Name	Enter the Cedant name for the selected AE. The portal will not validate this field; it is for user reference only.
Broker Name	Enter the Broker name for the selected AE. The portal will not validate this field; it is for user reference only.
Reinsurer Name	Enter the Reinsurer name for the selected AE. The portal will not validate this field; it is for user reference only.
Amount	Enter the amount for the selected AE. The portal will not validate this field; it is for user reference only.
Booking Currency	Enter the booking currency for the selected AE. All selected AE numbers must have the same booking currency. Multiple booking currencies cannot be uploaded in a single file.
Credit/Debit Note Reference Number	Mandatory field. Enter the Credit/Debit Note Reference Number.
Credit/Debit Note Date	Mandatory field. Enter the Credit/Debit Note Date in DD-MM-YYYY format.

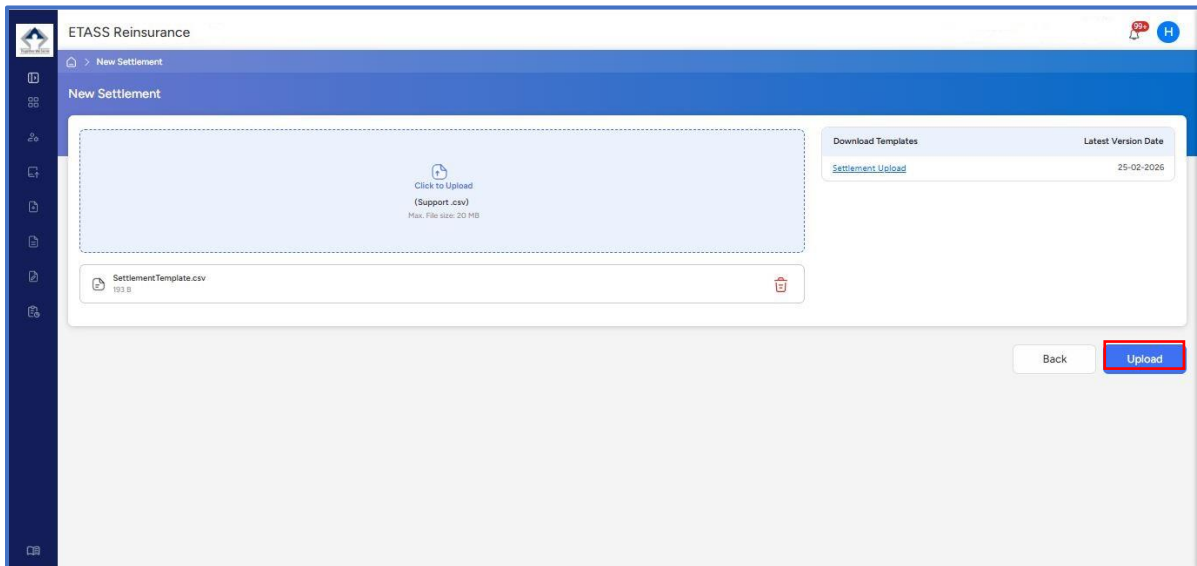
- Before saving the file please ensure the following:
  - Same Broker & Cedant across the file
  - Same Booking Currency for all records
  - No partial processing is allowed
  - The selected AE numbers should have same booking currency. Multi booking currency cannot be uploaded in one file.
  - File to be saved in CSV format.
- Entire file will fail if any record fails validation. After completing the file, click on **“Click to Upload”**.



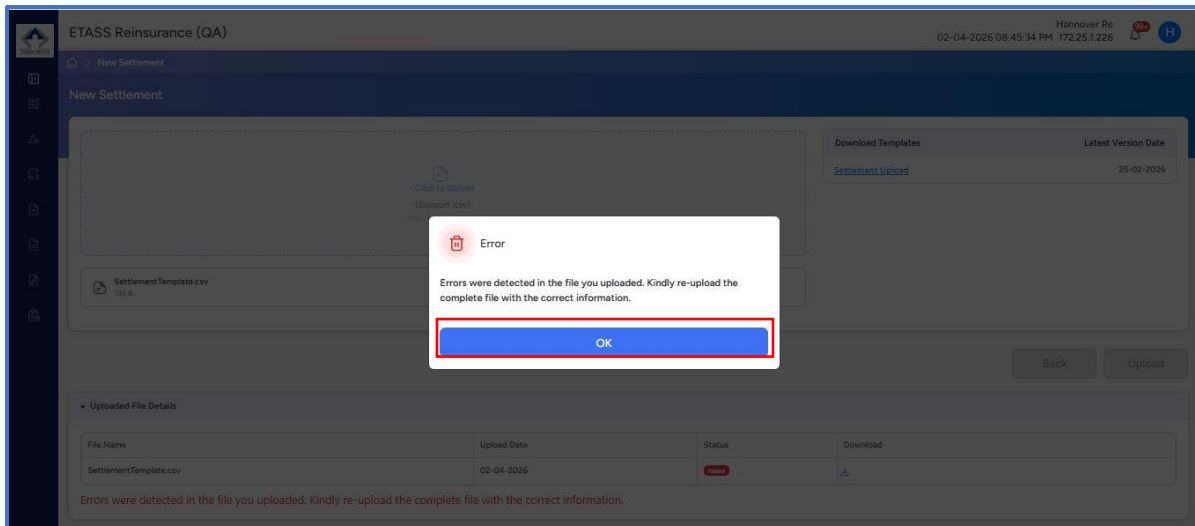
- Select the file from your browser.



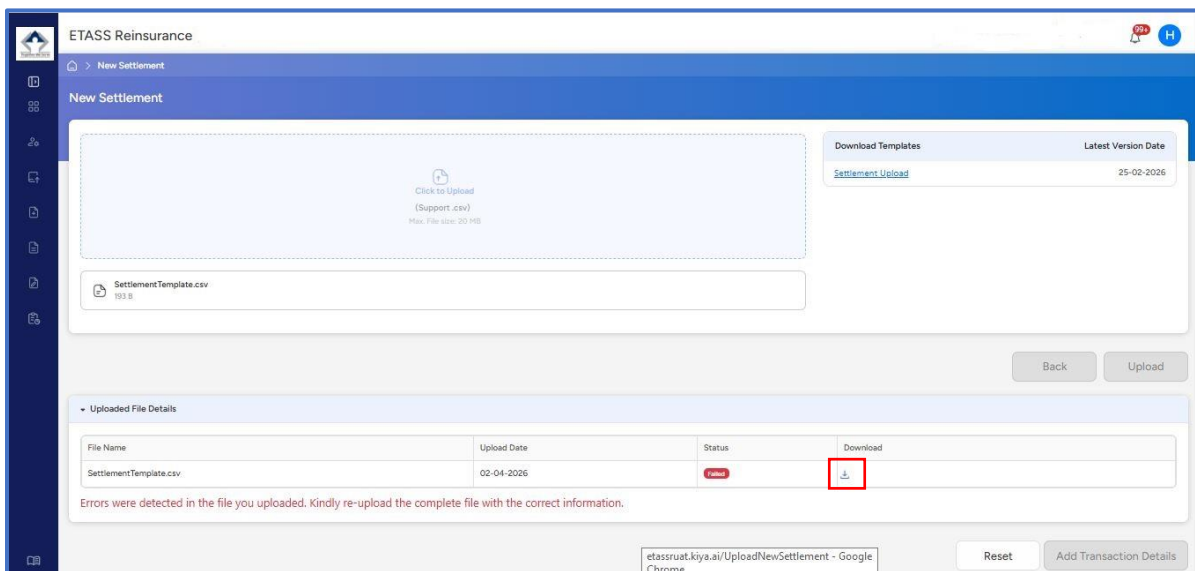
- Once a file is attached, the **Upload** option is enabled.
- Click on the **Upload** button to upload the file.



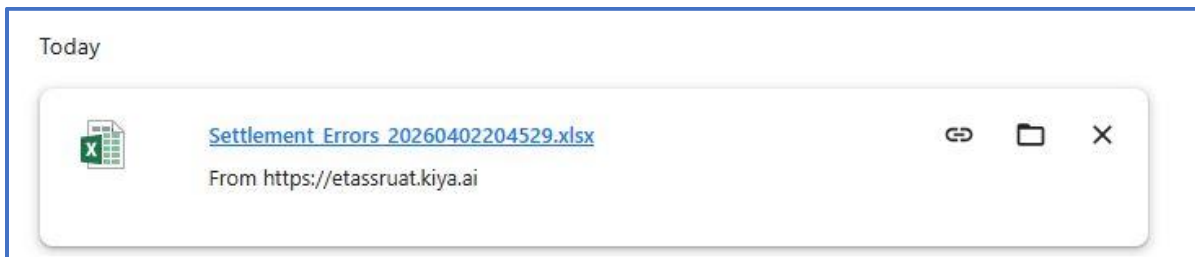
- If validation fails, system shows the message:
  - “Errors were detected in the file you uploaded. Kindly re-upload the complete file with the correct information.”



- On clicking the “OK” button, the grid will be displayed showing the **File Status** and a **Download** option (available only if the file has failed).

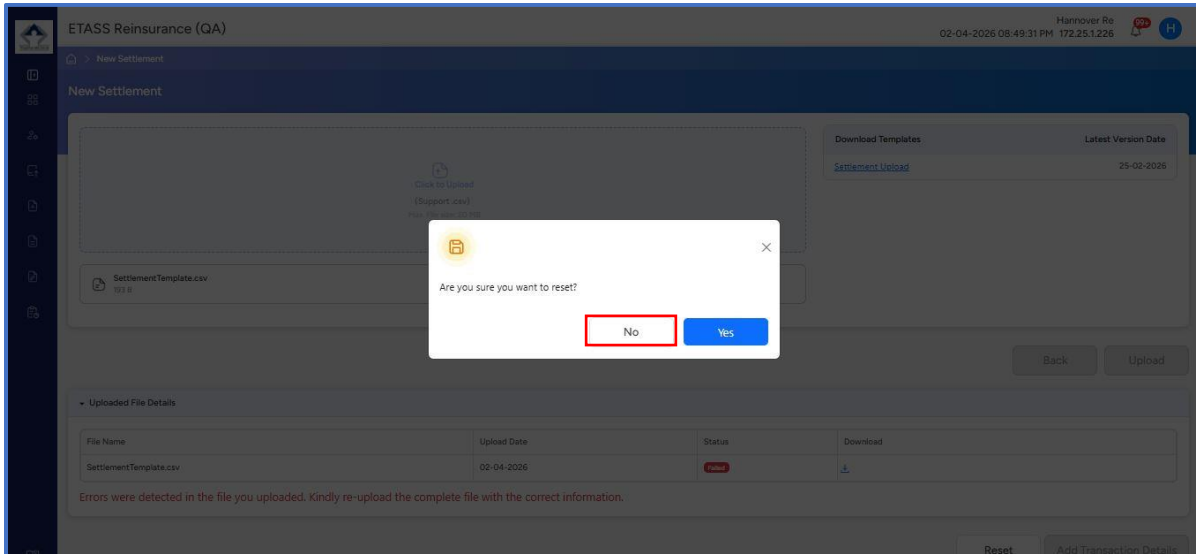


- On clicking the **Download** option, the failed uploaded records will be downloaded along with detailed error reasons in the **Remark** column.

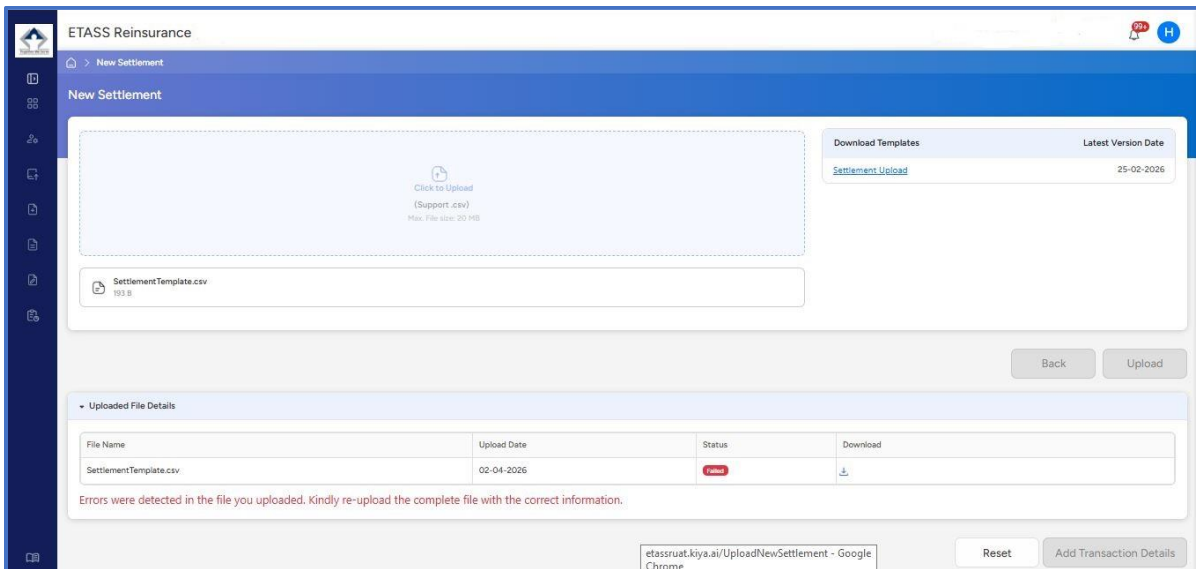


- After reviewing the error reasons, make the necessary corrections and re-upload the file.

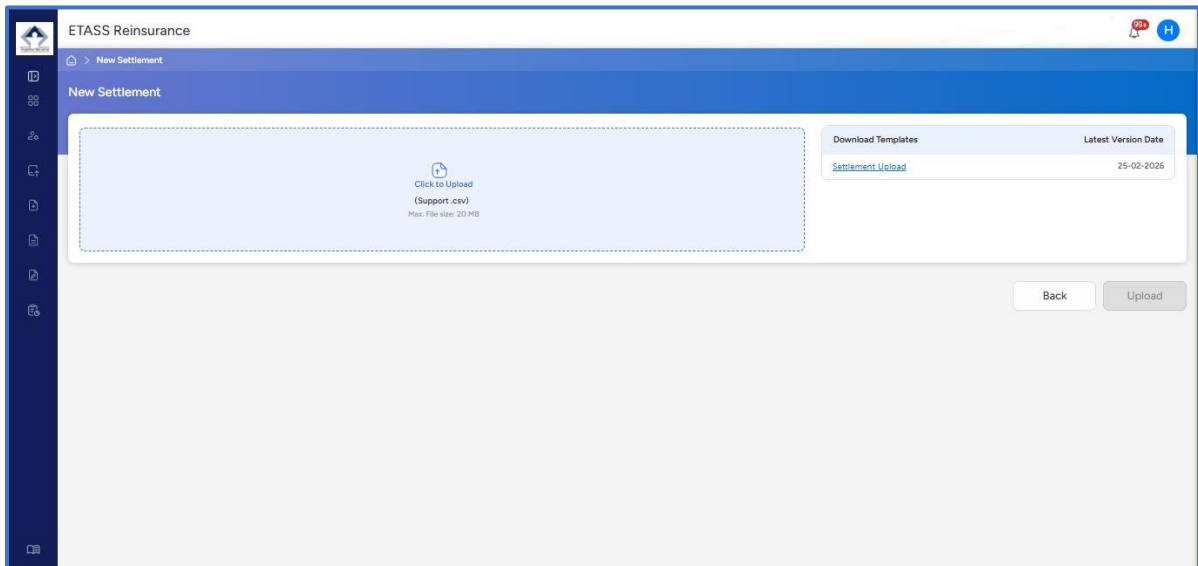
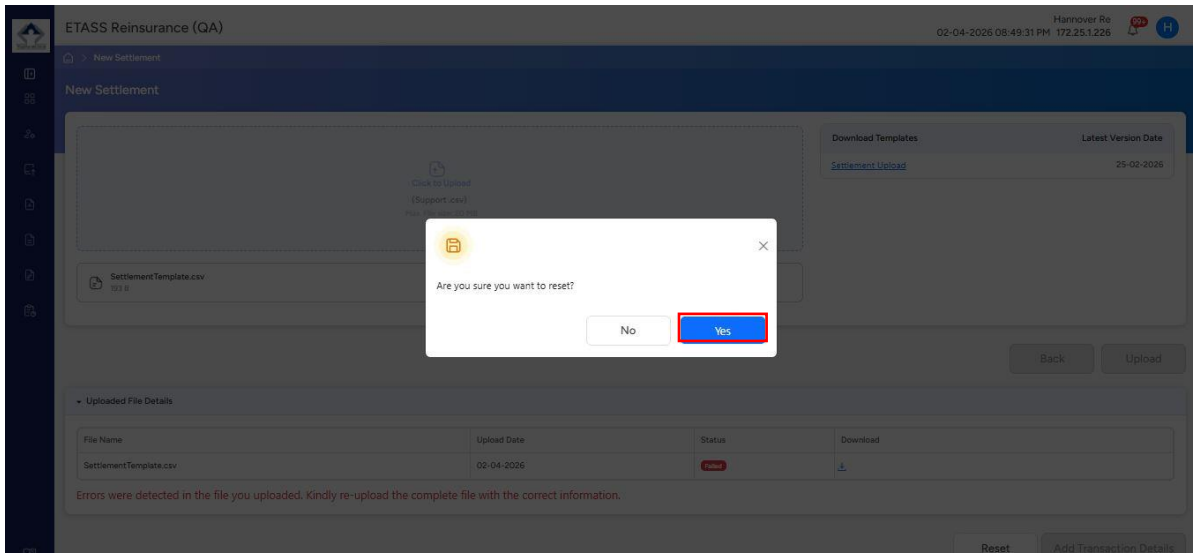
- On clicking the **Reset** button, a pop up message will be displayed with yes and no option.



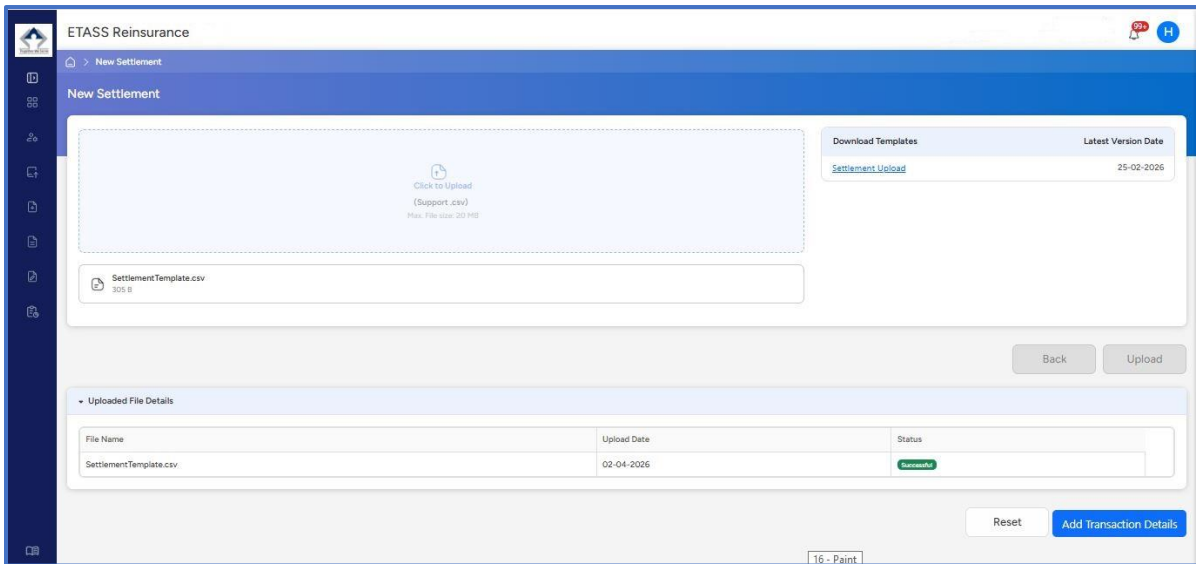
- On selecting '**No**' option, the user will remain on the same page.



- On click of '**Yes**' option, the user will be redirected to Upload new settlement page from where the user can re-upload the settlement on failure.

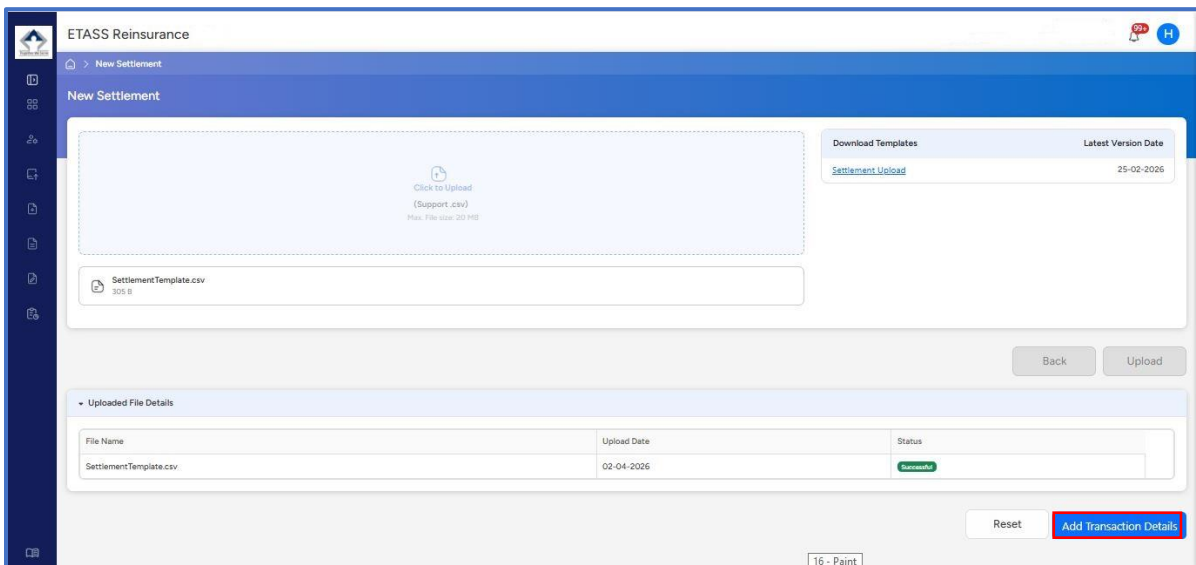


- After making the necessary correction in the file. User will re-upload the file.
- On successful file upload, the **Add Transaction Details** button will be enabled.



## Step 2: Add Transaction Details

- Click on Add Transaction Detail



- The **Transaction Details** section will be displayed, where the user needs to enter the settlement transaction details.
- Enter the **Transaction Number, Transaction Date, Transaction Currency, Transaction Amount, Settlement Amount (as per booking currency), and Remarks.**

**Selected Accounting Entries**

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR1252608L029501AGC01-1316	Abc234	02-04-2026	INR	P	99,999,999.00
AE-HR1252608L029501AGC01-1317	qjgd45	03-04-2026	INR	P	888,777,222.00
AE-HR1252608L029501AGC01-1338	uvcw78	04-04-2026	INR	P	200,000.00
Total Amount:					988,977,221.00

Note: This is final settlement for the selected AE reference numbers; partial settlements are not allowed.

**Transaction Details**

Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks	Action
r#21Tjyq893ievwdl	02-04-2026	INR	7,899,787.00	200,000.00	Paid	
67hghj56789klhkhjfh346	31-03-2026	USD	7,989,999.00	99,999,999.00	Amount Paid	
Total Settlement Amount in Booking Currency:						100,999,999.00

Amount mismatch: Total Amount (988,977,221.00) does not match Total Settlement Amount in Booking Currency (100,999,999.00)

Cancel Submit

- The user can click on “**Add New Row**” to add multiple transactions.
- In case of logout or system shutdown:
  - Entered data will be lost
  - User must restart the upload process
- Ensure that the total amount of the selected AE matches the total settlement amount in booking currency; partial settlement is not allowed.
- If the total amount of the selected AE and the total settlement amount in booking currency does not match, an error message will be displayed.
- The **Submit** button is enabled only when the total AE amount matches the total settlement amount.

**Selected Accounting Entries**

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR1252608L029501AGC01-1316	Abc234	02-04-2026	INR	P	99,999,999.00
AE-HR1252608L029501AGC01-1317	qjgd45	03-04-2026	INR	P	888,777,222.00
AE-HR1252608L029501AGC01-1338	uvcw78	04-04-2026	INR	P	200,000.00
Total Amount:					988,977,221.00

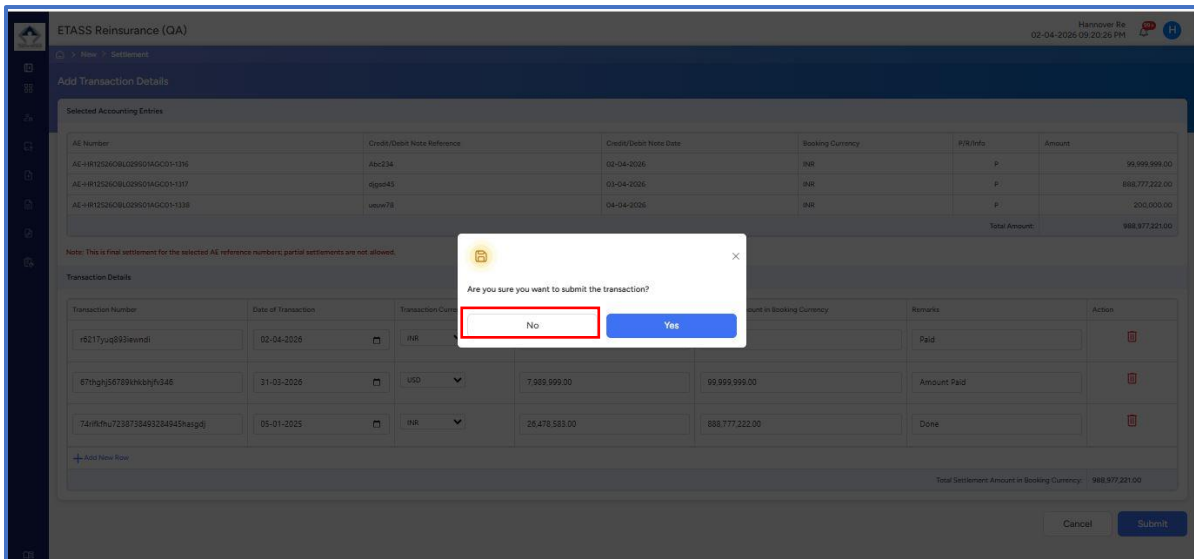
Note: This is final settlement for the selected AE reference numbers; partial settlements are not allowed.

**Transaction Details**

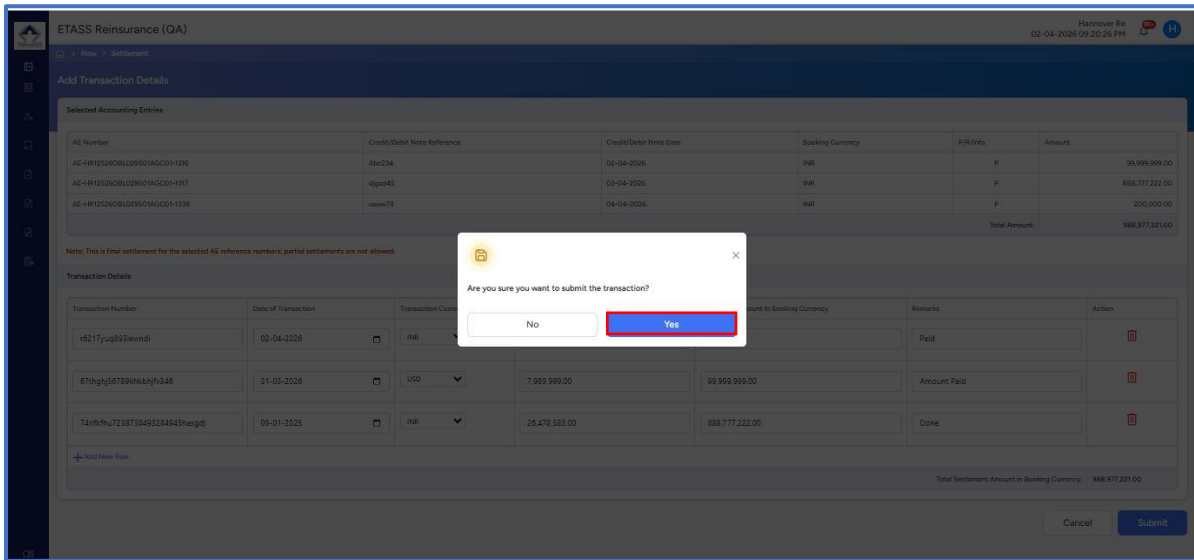
Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks	Action
r#21Tjyq893ievwdl	02-04-2026	INR	7,899,787.00	200,000.00	Paid	
67hghj56789klhkhjfh346	31-03-2026	USD	7,989,999.00	99,999,999.00	Amount Paid	
74r#khu7238738493284945haepdj	05-01-2025	INR	26,478,583.00	888,777,222.00	Done	
Total Settlement Amount in Booking Currency:						988,977,221.00

Cancel **Submit**

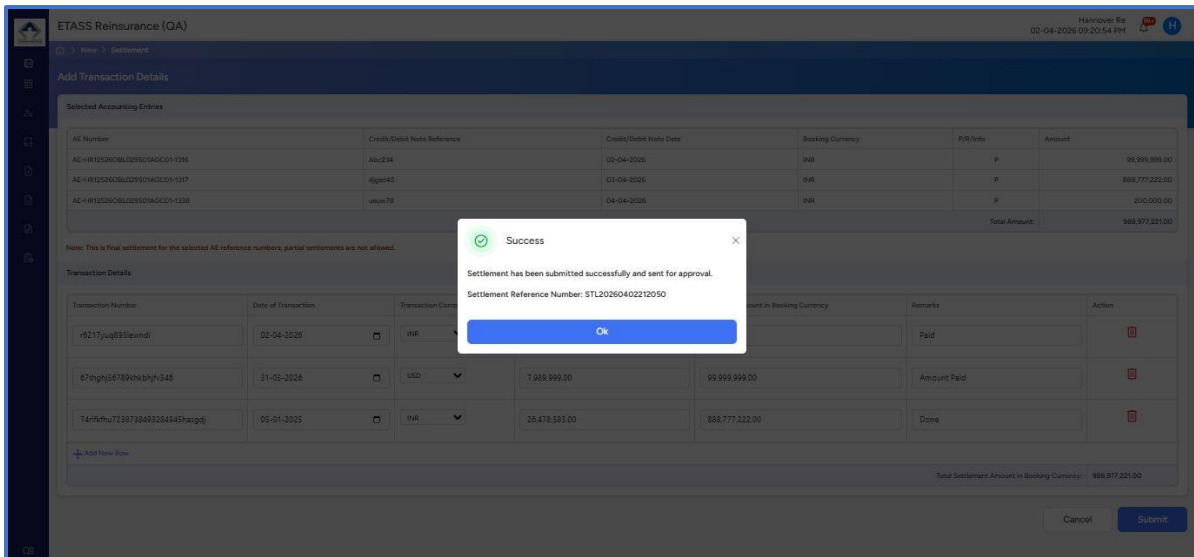
- On clicking the **Submit** button, a confirmation popup will be displayed with **Yes** and **No** options.



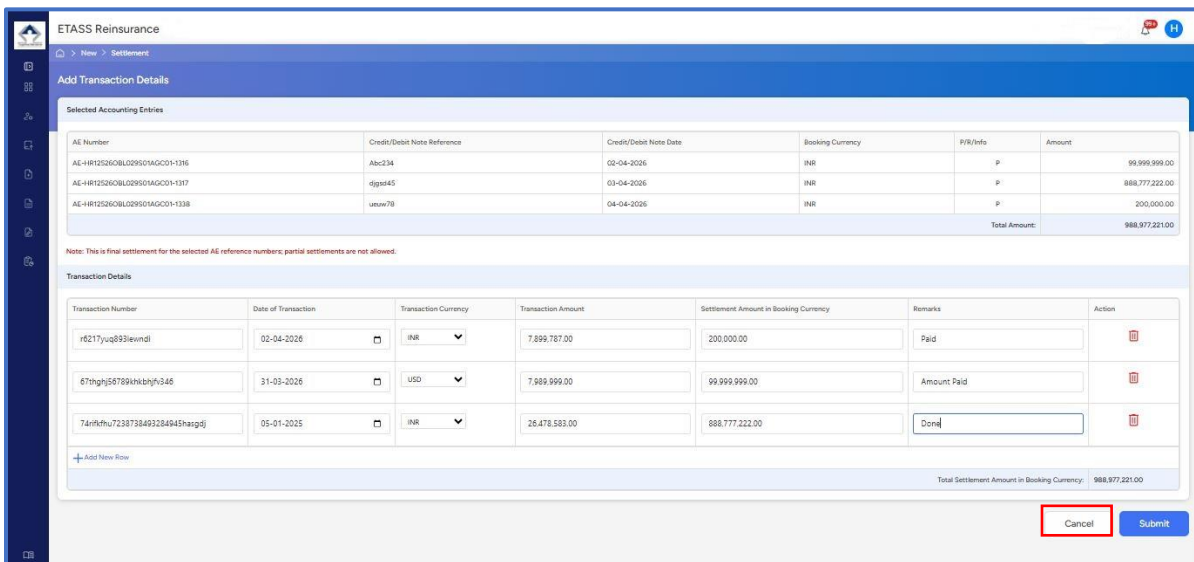
- On clicking **No**, the user remains on the same page.
- On clicking **Yes**, the transaction details will be submitted successfully and sent for approval to respective user.



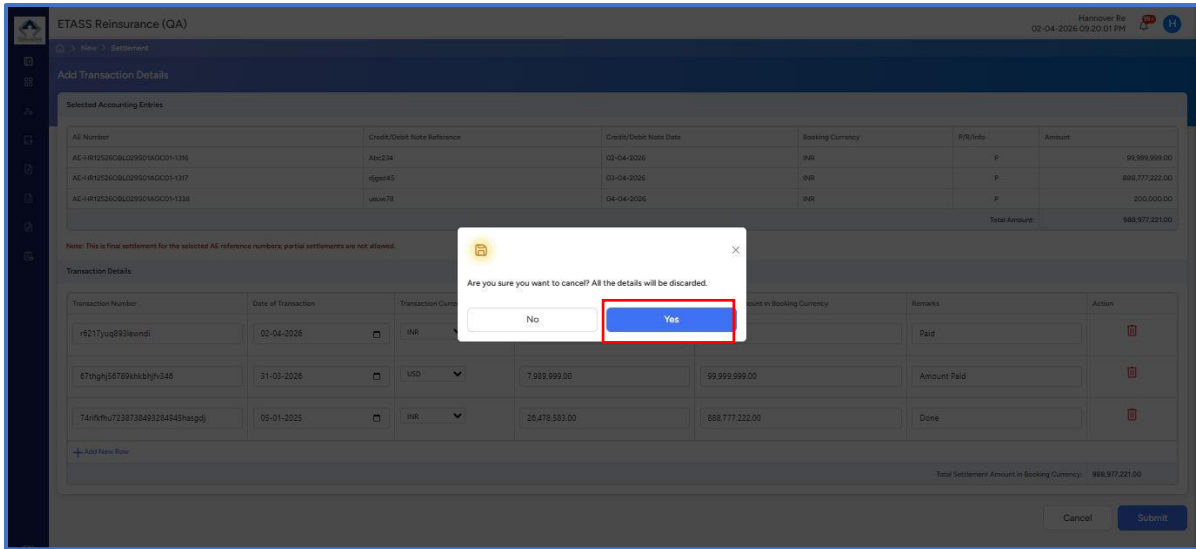
- On successful submission, system displays:
  - “Settlement has been submitted successfully and sent for approval to the beneficiary. Settlement Reference Number: #XXXX”



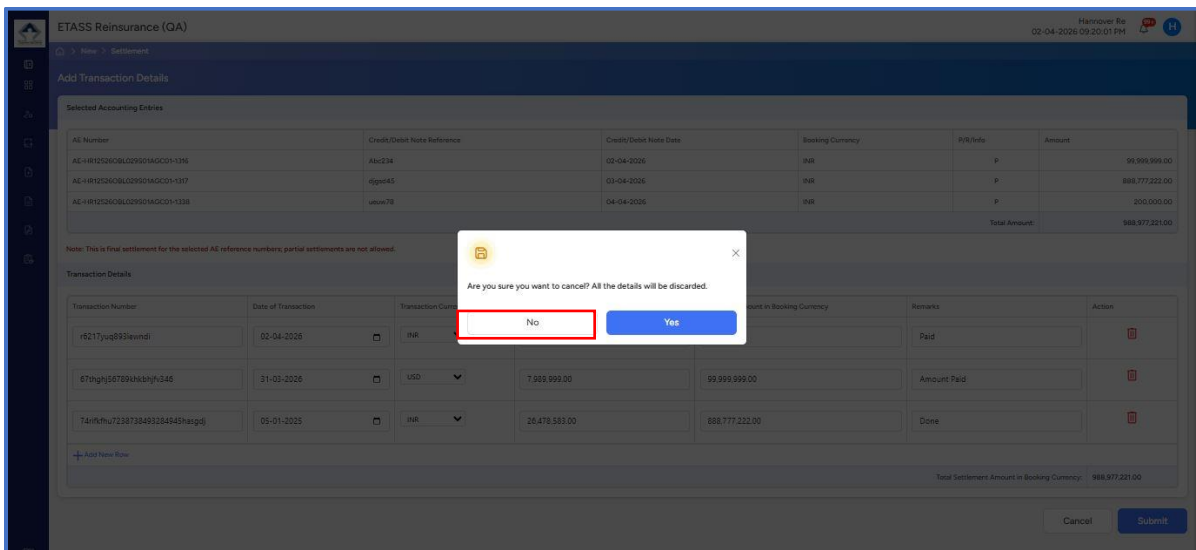
- The user can view the status of the settlement on the **View Settlement** page against the generated **Settlement Reference Number**.
- On clicking **Cancel**, a confirmation popup will be displayed.



- Selecting **Yes** clears the entered data and redirects to the Upload New Settlement page.



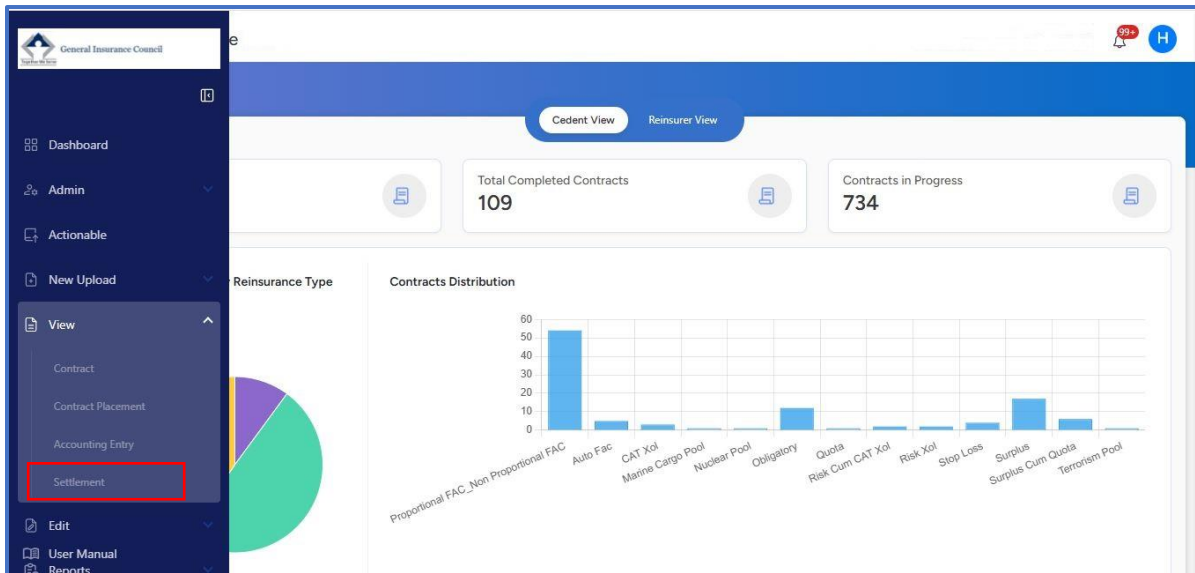
- While selecting **No** keeps the user on the same page.



## 4. View - Settlements

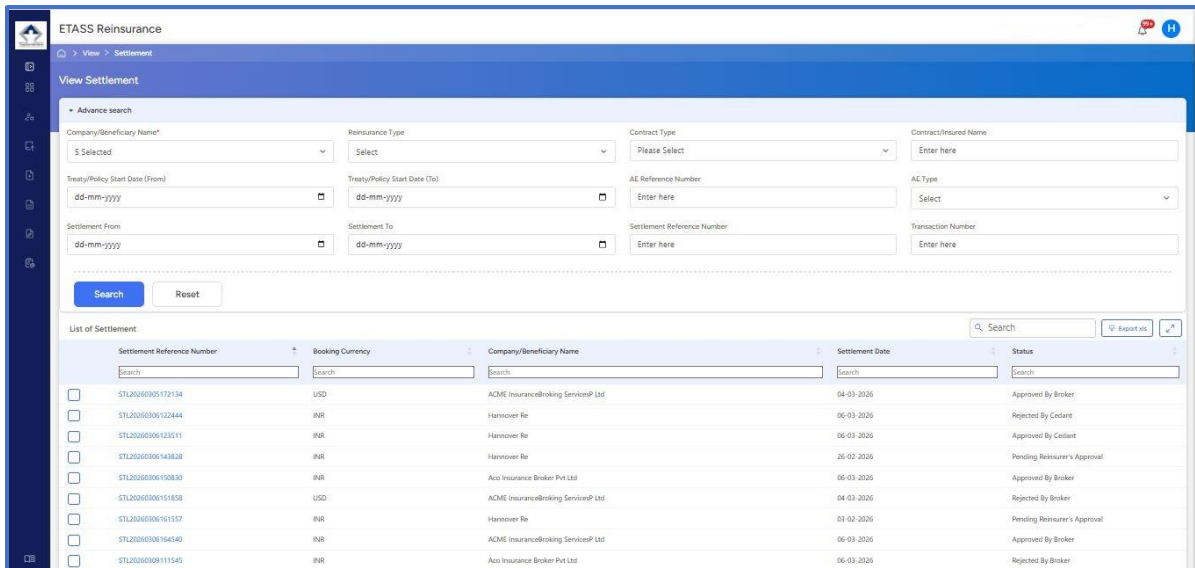
### Step 1: View & Download

- Go to View → Settlement

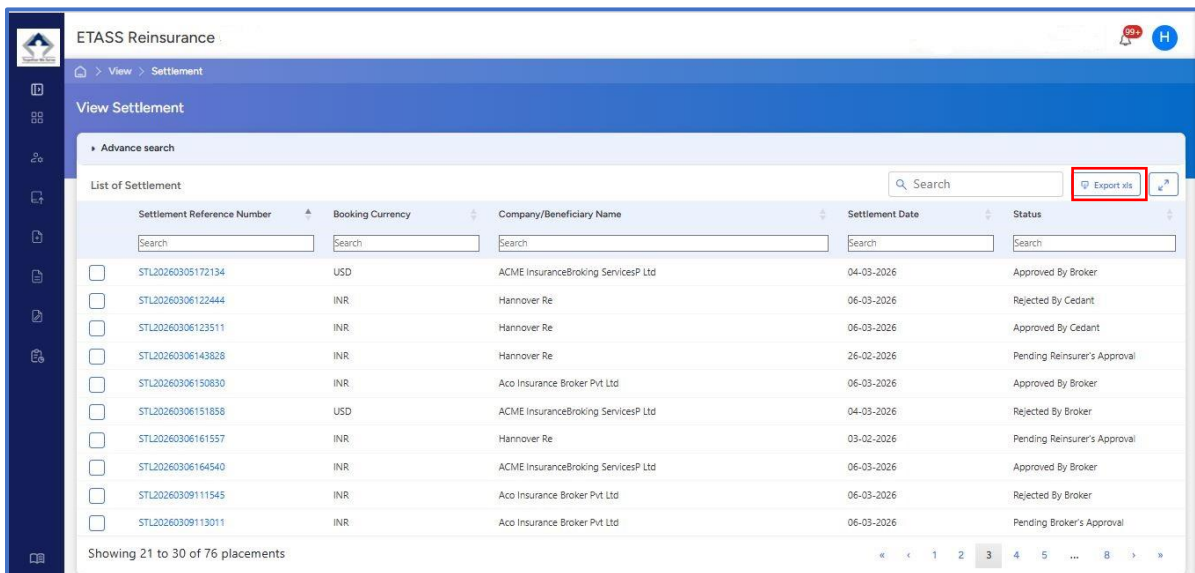


The screenshot shows the 'Settlement' page in the ETASS Reinsurance system. The page title is 'Settlement' and the subtitle is 'View accounting entries that are awaiting settlement or view details of settlements that have been settled.' There are two main action cards: 'Pending for Settlement' with a 'Search Entries' button and 'View Settlement' with a 'View Settlement' button highlighted in red. The sidebar menu on the left has 'Settlement' selected.

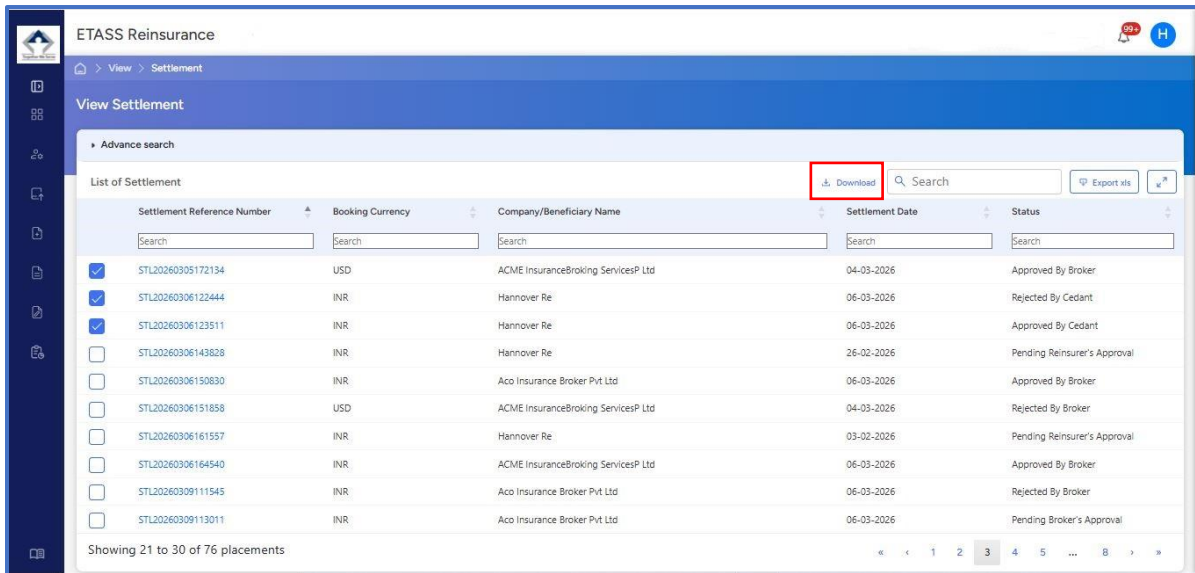
- Select View Settlements
- Use Advanced Search to apply filters
- View the list of settlements along with their status as attached in the Annexure I



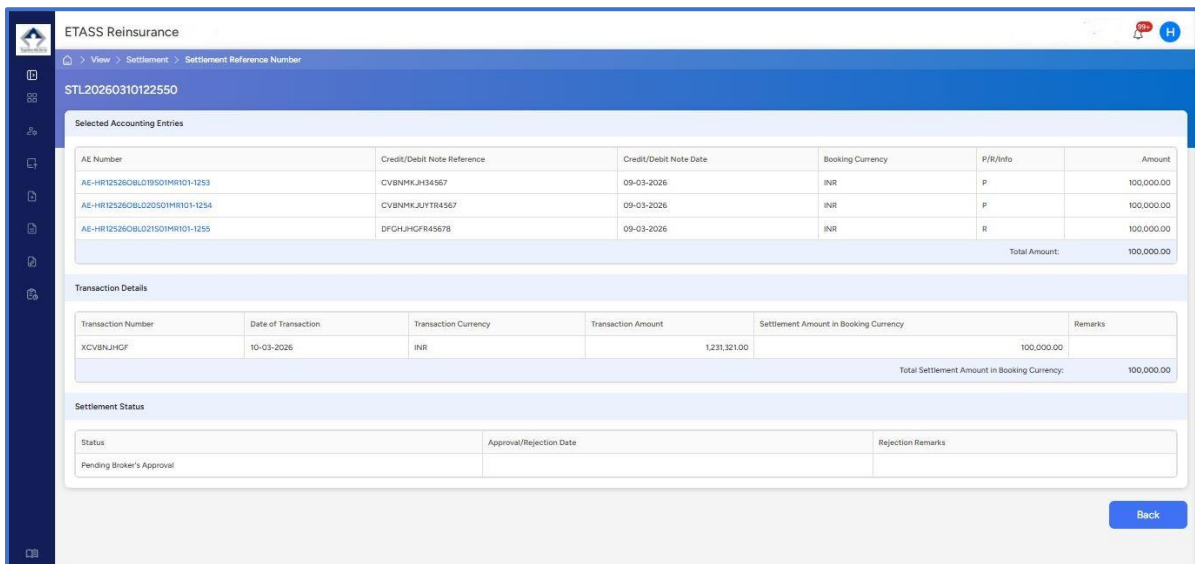
- Click “**Export XLS**” to download all records from the grid with the same columns in Excel format.



- Download Selected Records:
  - Select required records from the grid
  - Click on the **Download** link to download the transaction details for the selected AE in detail along with the **Settlement Reference Number**.



- On clicking the **Settlement Reference Number**, the user can view the selected AE details along with the transaction details added.
- The system displays the **Status** of settlement under the **Settlement Status** section.



- If the status is **Rejected**, the system displays the **Status** and **Rejection Remark** columns under the **Settlement Status** section.

ETASS Reinsurance

View > Settlement > Settlement Reference Number

STL20260402212050

Selected Accounting Entries

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR125260BL029501AGC01-1316	Abc234	02-04-2026	INR	P	99,999,999.00
AE-HR125260BL029501AGC01-1317	djgd45	03-04-2026	INR	P	888,777,222.00
AE-HR125260BL029501AGC01-1338	ueuw78	04-04-2026	INR	P	200,000.00
Total Amount:					988,977,221.00

Transaction Details

Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks
HS21Yug893iewndi	02-04-2026	INR	7,899,787.00	200,000.00	Paid
67lhghj56789knhjfv346	31-03-2026	USD	7,989,999.00	99,999,999.00	Amount Paid
74irfkhu7238738493284945hsagdj	05-01-2025	INR	26,478,583.00	888,777,222.00	Done
				Total Settlement Amount in Booking Currency:	988,977,221.00

Settlement Status

Status	Approval/Rejection Date	Rejection Remarks
Rejected By Broker	02-04-2026	Trasaction Number are not correct

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- On clicking the **AE Number**, a confirmation popup will be displayed.

ETASS Reinsurance

View > Settlement > Settlement Reference Number

STL20260402212050

Selected Accounting Entries

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR125260BL029501AGC01-1316	Abc234	02-04-2026	INR	P	99,999,999.00
AE-HR125260BL029501AGC01-1317	djgd45	03-04-2026	INR	P	888,777,222.00
AE-HR125260BL029501AGC01-1338	ueuw78	04-04-2026	INR	P	200,000.00
Total Amount:					988,977,221.00

Transaction Details

Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks
HS21Yug893iewndi	02-04-2026	INR	7,899,787.00	200,000.00	Paid
67lhghj56789knhjfv346	31-03-2026	USD	7,989,999.00	99,999,999.00	Amount Paid
74irfkhu7238738493284945hsagdj	05-01-2025	INR	26,478,583.00	888,777,222.00	Done
				Total Settlement Amount in Booking Currency:	988,977,221.00

Settlement Status

Status	Approval/Rejection Date	Rejection Remarks
Rejected By Broker	02-04-2026	Trasaction Number are not correct

Back

ETASS Reinsurance (QA) Hannover Re  
03-04-2026 11:50:16 AM

View > Settlement > Settlement Reference Number  
STL20260402212050

**Selected Accounting Entries**

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR125260BL029501AGC01-1316	Abc234	02-04-2026	INR	P	99,999,999.00
AE-HR125260BL029501AGC01-1317	ejgsd45	03-04-2026	INR	P	888,777,222.00
AE-HR125260BL029501AGC01-1338	urou78		INR	P	200,000.00
Total Amount:					988,977,221.00

**Transaction Details**

Transaction Number	Date of Transaction	Settlement Amount in Booking Currency	Remarks
H217yqg893ewndi	02-04-2026	200,000.00	Paid
67rhghj56789klnmopqrs345	31-03-2026	99,999,999.00	Amount Paid
74rftkhu7238738493284345hasgdj	05-01-2025	26,478,583.00	Done
Total Settlement Amount in Booking Currency:			988,977,221.00

**Settlement Status**

Status	Approval/Rejection Date	Rejection Remarks
Rejected By Broker	02-04-2026	Transaction Number are not correct

[Back](#)

Are you sure you want to view the Accounting Entry details?

- While selecting **No** keeps the user on the same page.
- Selecting **Yes**, opens the Accounting Entry in a new tab.

ETASS Reinsurance (QA) Hannover Re  
03-04-2026 11:50:16 AM

View > Settlement > Settlement Reference Number  
STL20260402212050

**Selected Accounting Entries**

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR125260BL029501AGC01-1316	Abc234	02-04-2026	INR	P	99,999,999.00
AE-HR125260BL029501AGC01-1317	ejgsd45	03-04-2026	INR	P	888,777,222.00
AE-HR125260BL029501AGC01-1338	urou78		INR	P	200,000.00
Total Amount:					988,977,221.00

**Transaction Details**

Transaction Number	Date of Transaction	Settlement Amount in Booking Currency	Remarks
H217yqg893ewndi	02-04-2026	200,000.00	Paid
67rhghj56789klnmopqrs345	31-03-2026	99,999,999.00	Amount Paid
74rftkhu7238738493284345hasgdj	05-01-2025	26,478,583.00	Done
Total Settlement Amount in Booking Currency:			988,977,221.00

**Settlement Status**

Status	Approval/Rejection Date	Rejection Remarks
Rejected By Broker	02-04-2026	Transaction Number are not correct

[Back](#)

Are you sure you want to view the Accounting Entry details?

ETASS Reinsurance

> Accounting Entry > AE Number

AE-HR12526OBL029S01AGC01-1316 (New)

View Contract Details

**Contract Information**

CPID HR12526OBL029S01AGC01	Contract ID HR12526OBL029	Section/Layer Name Section-1 OBLIGATORY21	Cedant Name Hannover Re
Broker Name ACME InsuranceBroking ServicesP Ltd	Reinsurer Name ALLIANZ GLOBAL CORPORATE SPECIALTY SE INDIA BRANCH	Share % 50%	Contract Name TreatyNameObligatory12
Type of Sub Contract NA	Contract Type Obligatory	Treaty Based On Risk Attaching	Treaty Number OBO0167
UW Year 2025 - 2026	Contract Start Date 01-04-2025	Contract End Date 31-03-2026	

**Accounting Information**

Account Entry Type Adjustment Premium	Upload Type New	Cedant AE Reference Number CAERNXXXX005	Broker AE Reference Number BAERNXXXX001
Reinsurer AE Reference Number RARNXXXX001	As on Date 20-03-2026	AE Due Date 20-03-2026	

Class of Business	Description	P/R/Info	Accounting Code	Accounting Code Description	Booking Currency	Remark	Amount
FIRE	FIRE	P	Claim - 3105	Claims paid Withheld release	INR		99,999,999.00
						Payable to Broker	99,999,999.00

Status : Approved By Reinsurer  
Remark : TBP R

- The user can also view approved or rejected settlements by the broker/cedant through the **bell icon** on the dashboard.

ETASS Reinsurance

Dashboard

Cedant View Reinsurer View

Total Contracts: 846

Total Completed Contracts: 109

Contracts in Progress: 737

**Active Contract by Reinsurance Type**

● Non-Proportional Treaty : 11  
● Proportional FAC / Non Proportional FAC : 54  
● Proportional Treaty : 45

**Contracts Distribution**

- On clicking on **bell icon** all the notifications will be displayed. On clicking on the **Settlement**, all the actionables and approved/rejected settlements will be displayed.

The screenshot shows the ETASS Reinsurance (QA) dashboard. The main content area displays contract statistics: Total Contracts (846), Total Completed Contracts (109), and Contracts in Progress (737). Below these are two charts: 'Active Contract by Reinsurance Type' (a pie chart) and 'Contracts Distribution' (a bar chart). A notification pop-up is open on the right, showing a list of settlement entries. The 'Settlement' tab is selected in the notification header. The first entry is: 'AN1 02/04/2026 Settlement STL20260402212050 has been rejected by Broker' with a 'View' button highlighted by a red box.

- On clicking on **View** button, the settlement details will be displayed.

This screenshot is identical to the one above, showing the ETASS Reinsurance (QA) dashboard and the notification pop-up. In this instance, the 'View' button for the first settlement entry (AN1 02/04/2026 Settlement STL20260402212050) is highlighted with a red box.

ETASS Reinsurance

View > Settlement > Settlement Reference Number

STL20260402212050

Selected Accounting Entries

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR1252608LQ29501AGC01-1316	Abc234	02-04-2026	INR	P	99,999,999.00
AE-HR1252608LQ29501AGC01-1317	djgsd45	03-04-2026	INR	P	888,777,222.00
AE-HR1252608LQ29501AGC01-1338	ueuw78	04-04-2026	INR	P	200,000.00
Total Amount:					988,977,221.00

Transaction Details

Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks
h6217yug893ewndi	02-04-2026	INR	7,899,787.00	200,000.00	Paid
67hghj56789klnmopqrs	31-03-2026	USD	7,989,999.00	99,999,999.00	Amount Paid
74rftkhu7238t38493284945hasgdj	05-01-2025	INR	26,478,583.00	888,777,222.00	Done
Total Settlement Amount in Booking Currency:				988,977,221.00	

Settlement Status

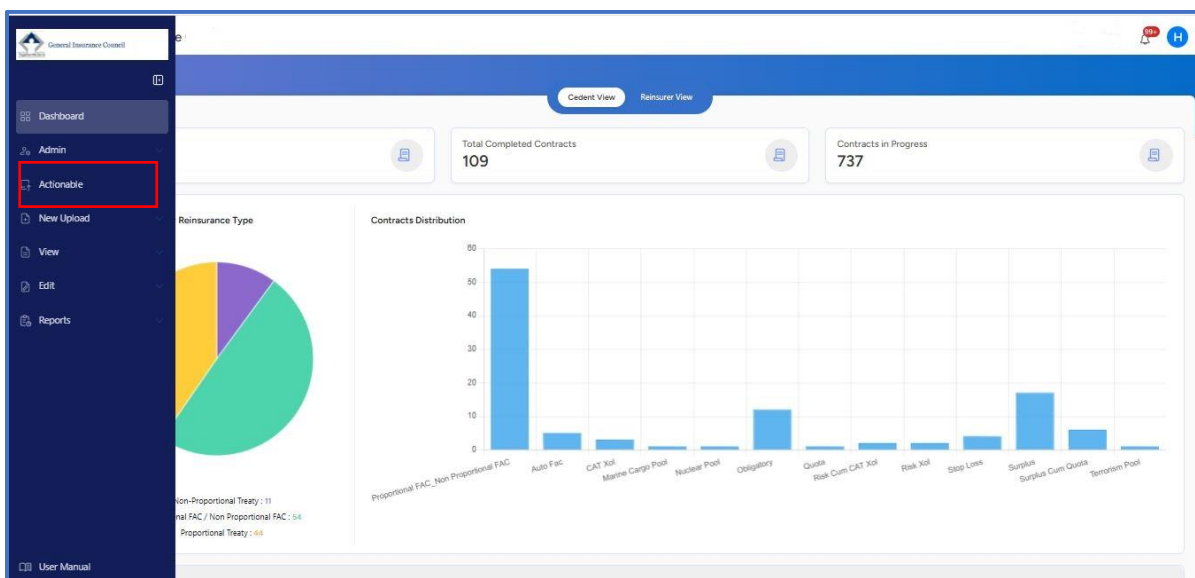
Status	Approval/Rejection Date	Rejection Remarks
Rejected By Broker	02-04-2026	Transaction Number are not correct

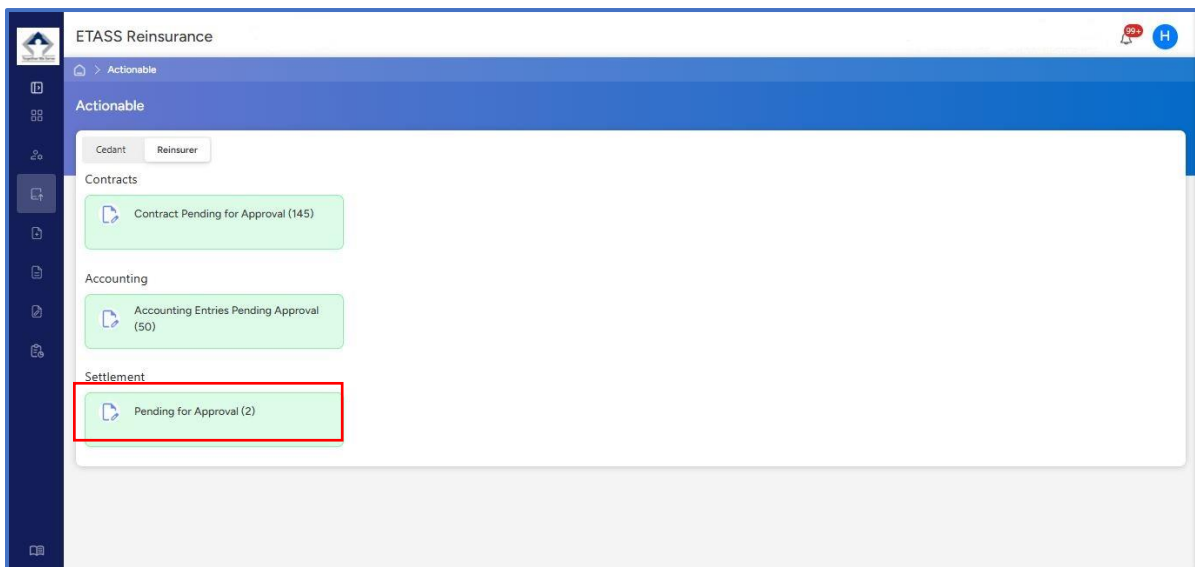
Back

## 5. Actionable – Settlement Pending for Approval

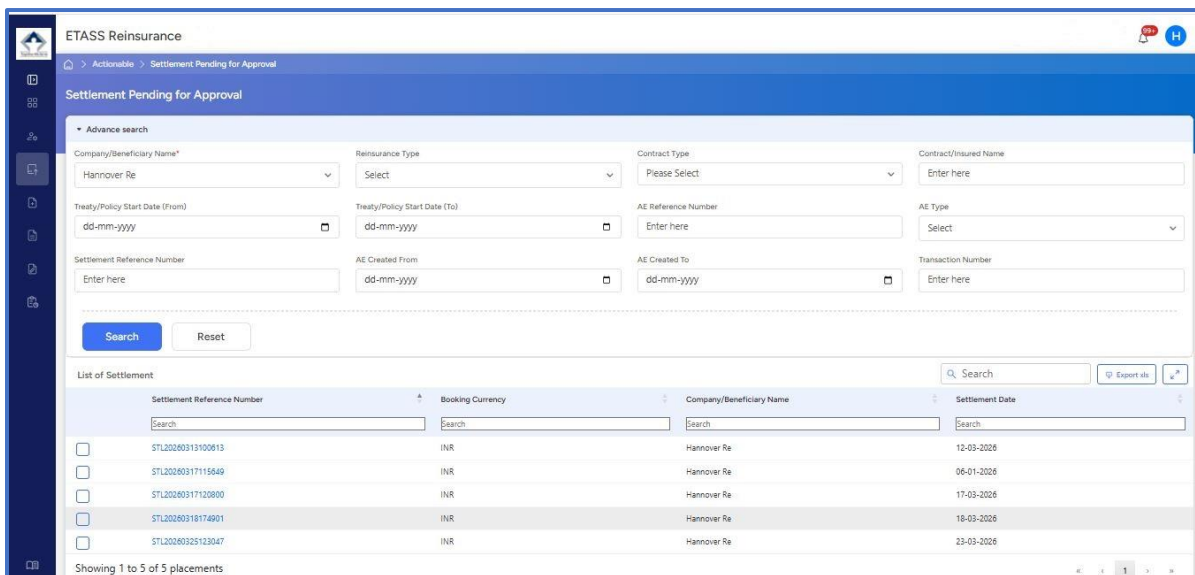
### Step 1: Approve/Reject Settlement

- Go to Actionable → Settlements Pending for Approval

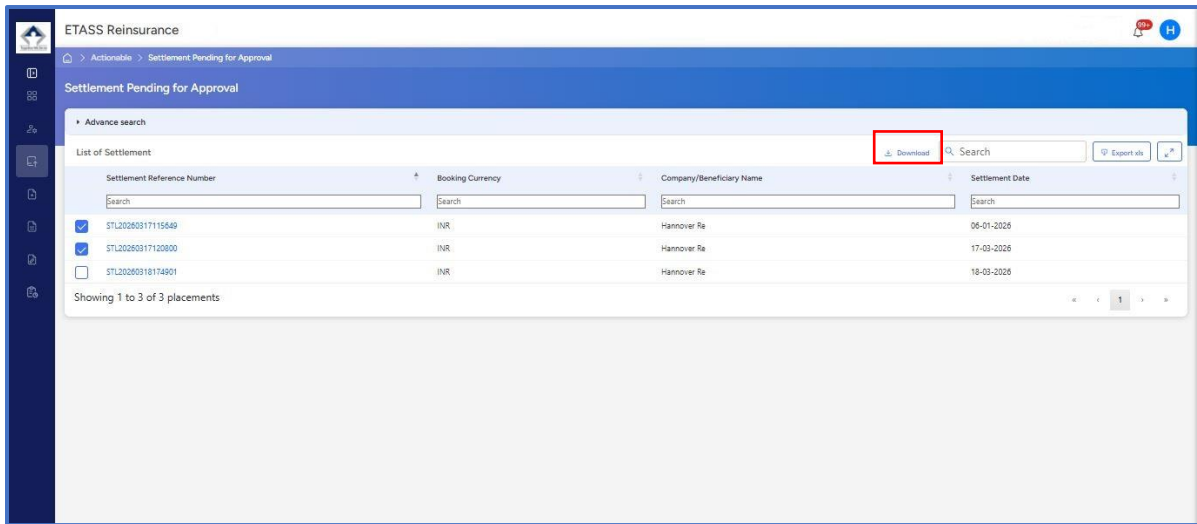




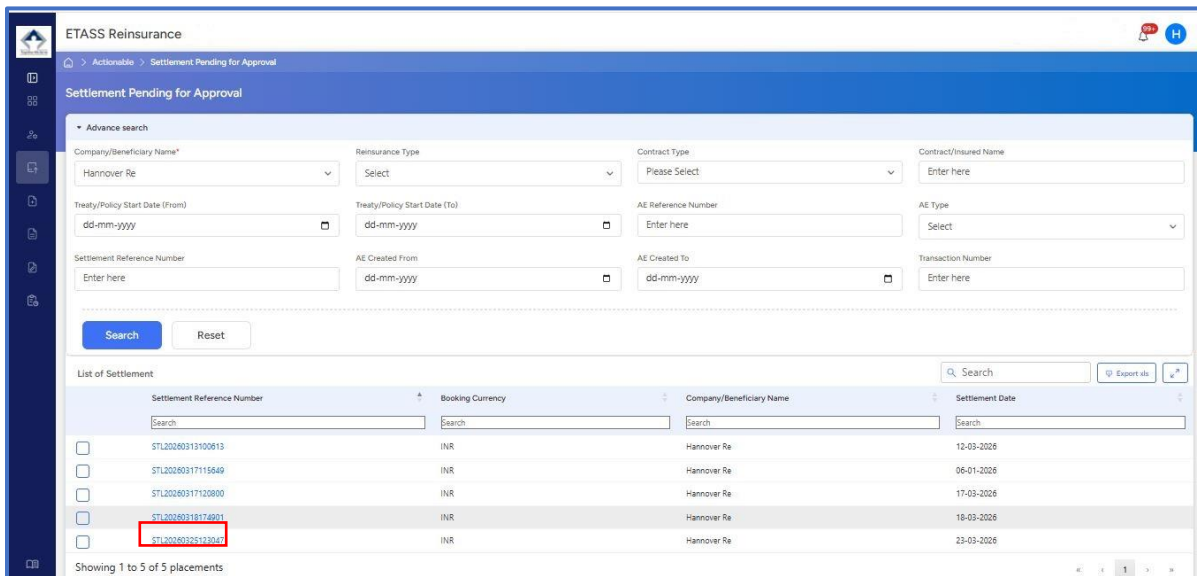
- View settlements uploaded by Broker/Cedant for approval
- Use Advanced Search filters to refine results
- Click “**Export XLS**” to download all records from the grid with the same columns in Excel format.



- Download Selected Records:
  - Select required records from the grid
  - Click on the **Download** link to download the transaction details for the selected AE in detail along with the **Settlement Reference Number**.



- On clicking the **Settlement Reference Number**, the transaction details will be displayed.



- On clicking **Approve**, the system displays a confirmation message: “Are you sure you want to confirm receipt of the full and final amount of XXXX?” with **Yes** and **No** options.

ETASS Reinsurance

STL20260325123047

Selected Accounting Entries

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR1252608L029501AGC01-1336	SXDCFVGBHJ87801	25-03-2026	INR	R	150,000.00
AE-HR1252608L029501AGC01-1332	SXDCFVGBHJ87802	25-03-2026	INR	R	150,000.00
AE-HR1252608L029501AGC01-1330	SXDCFVGBHJ87803	25-03-2026	INR	P	200,000.00
Total Amount:					100,000.00

Transaction Details

Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks
RDF0YHJJ76	25-03-2026	INR	3,21,434.00	100,000.00	
Total Settlement Amount in Booking Currency:					100,000.00

ETASS Reinsurance

STL20260325123047

Selected Accounting Entries

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR1252608L029501AGC01-1336	SXDCFVGBHJ87801	25-03-2026	INR	R	150,000.00
AE-HR1252608L029501AGC01-1332	SXDCFVGBHJ87802	25-03-2026	INR	R	150,000.00
AE-HR1252608L029501AGC01-1330	SXDCFVGBHJ87803	25-03-2026	INR	P	200,000.00
Total Amount:					100,000.00

Transaction Details

Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks
RDF0YHJJ76	25-03-2026	INR	3,21,434.00	100,000.00	
Total Settlement Amount in Booking Currency:					100,000.00

Are you sure you want to confirm receipt of the full and final amount of 100,000.00?

- On clicking **Yes**, the system displays “Settlement has been successfully approved.”
- The settlement is approved, the status is updated, and it can be viewed by the opposite participant.

ETASS Reinsurance

STL20260325123047

Selected Accounting Entries

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount	
AE-HR1252608L029501AGC01-1336	SXDCFVGBHJ87801	25-03-2026	INR	R	150,000.00	
AE-HR1252608L029501AGC01-1332	SXDCFVGBHJ87802	25-03-2026	INR	R	150,000.00	
AE-HR1252608L029501AGC01-1330	SXDCFVGBHJ87803		INR	P	200,000.00	
					Total Amount:	100,000.00

Transaction Details

Transaction Number	Date of Transaction	Transac	Settlement Amount in Booking Currency	Remarks
RDF0YHJJ76	25-03-2026	INR	100,000.00	
			Total Settlement Amount in Booking Currency:	100,000.00

Success

Settlement has been approved successfully.

Ok

Reject Approve

- While selecting **No** keeps the user on the same page.

ETASS Reinsurance

STL20260325123047

Selected Accounting Entries

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount	
AE-HR1252608L029501AGC01-1336	SXDCFVGBHJ87801	25-03-2026	INR	R	150,000.00	
AE-HR1252608L029501AGC01-1332	SXDCFVGBHJ87802	25-03-2026	INR	R	150,000.00	
AE-HR1252608L029501AGC01-1330	SXDCFVGBHJ87803		INR	P	200,000.00	
					Total Amount:	100,000.00

Transaction Details

Transaction Number	Date of Transaction	Transac	Settlement Amount in Booking Currency	Remarks
RDF0YHJJ76	25-03-2026	INR	100,000.00	
			Total Settlement Amount in Booking Currency:	100,000.00

Are you sure you want to confirm receipt of the full and final amount of 100,000.00?

No Yes

Reject Approve

ETASS Reinsurance

STL20260325123047

Selected Accounting Entries

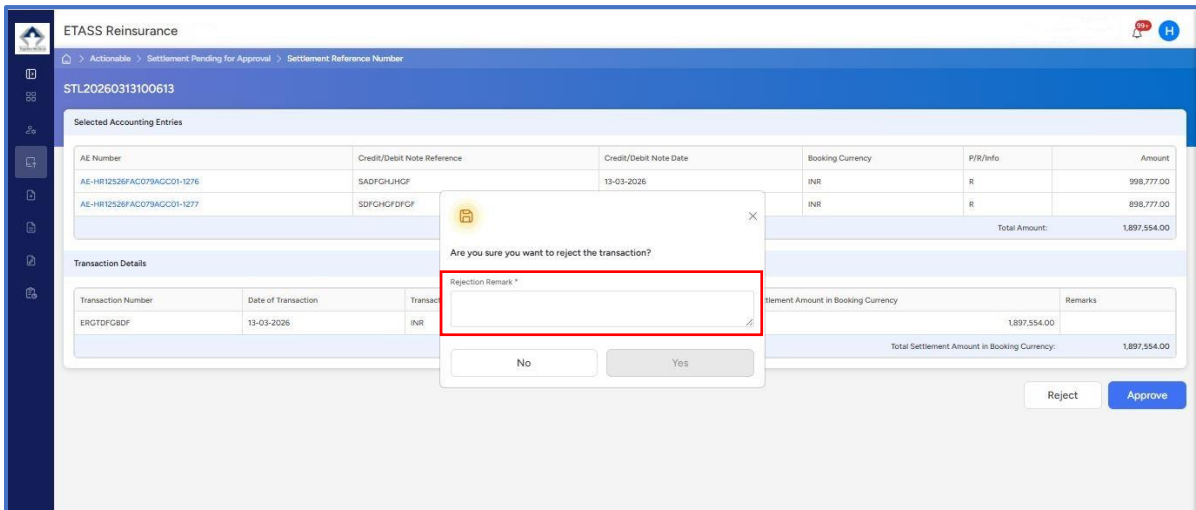
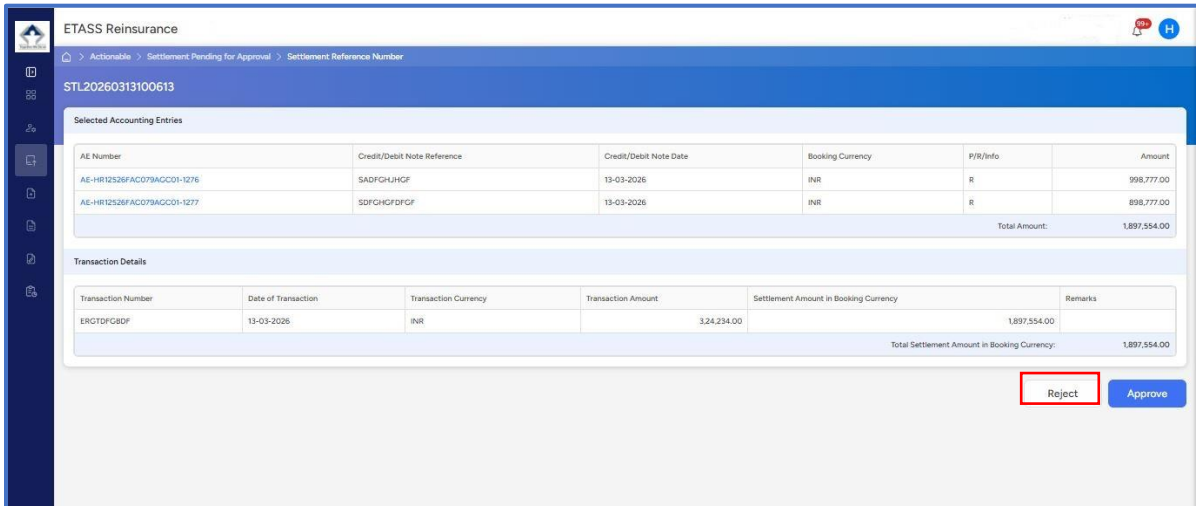
AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount	
AE-HR1252608L029501AGC01-1336	SXDCFVGBHJ87801	25-03-2026	INR	R	150,000.00	
AE-HR1252608L029501AGC01-1332	SXDCFVGBHJ87802	25-03-2026	INR	R	150,000.00	
AE-HR1252608L029501AGC01-1330	SXDCFVGBHJ87803	25-03-2026	INR	P	200,000.00	
					Total Amount:	100,000.00

Transaction Details

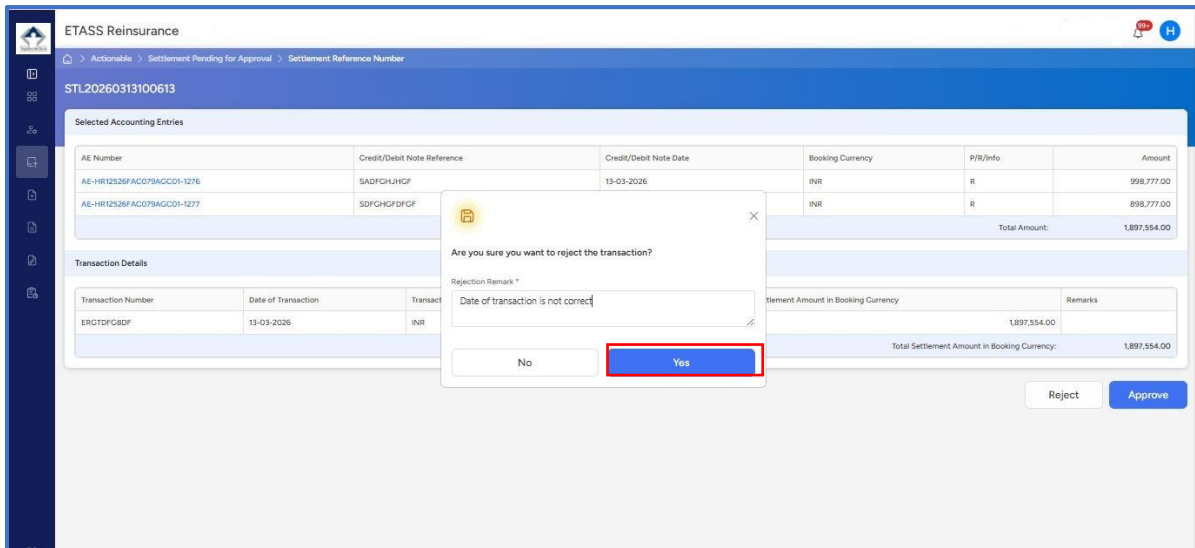
Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks
RDF0YHJJ76	25-03-2026	INR	3,21,434.00	100,000.00	
				Total Settlement Amount in Booking Currency:	100,000.00

Reject Approve

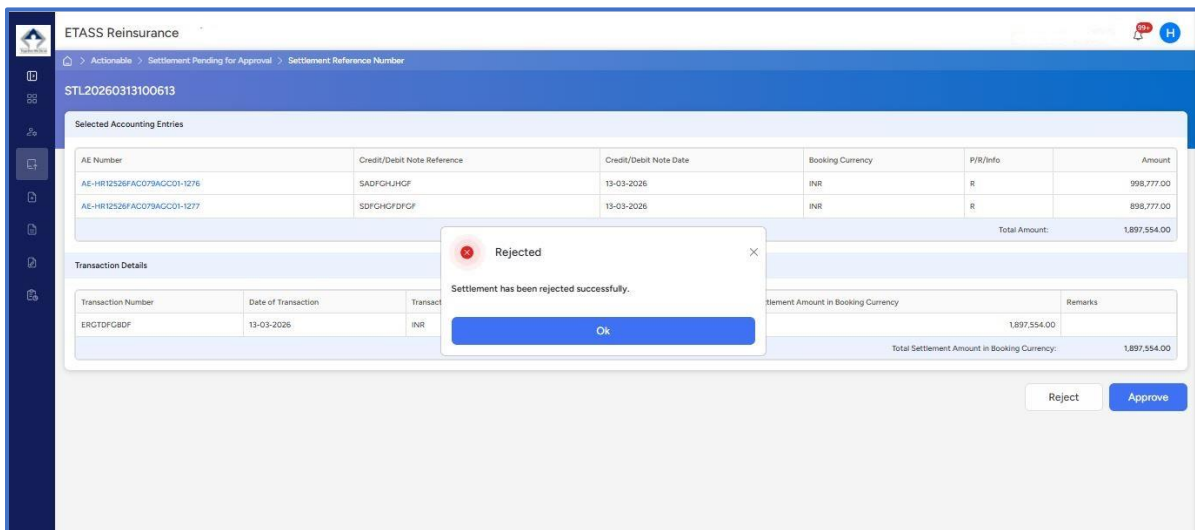
- On clicking **Reject**, the system displays a confirmation message: “Are you sure you want to reject the transaction?” along with a **Rejection Remark** field and **Yes/No** options.



- The **Yes** button is enabled only after entering the rejection remark which is mandatory.



- On clicking **Yes**, the settlement is rejected and an email is sent to the other participant to re-upload the settlement.



- While selecting **No** keeps the user on the same page.

The screenshot shows the ETASS Reinsurance interface with a confirmation dialog box. The dialog asks, "Are you sure you want to reject the transaction?" and has a "No" button highlighted with a red box. The background shows a table of accounting entries and transaction details.

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR12526FAC079AGC01-1276	SADFGHJGFI	13-03-2026	INR	R	998,777.00
AE-HR12526FAC079AGC01-1277	SDFGHGDFGFI		INR	R	898,777.00
Total Amount:					1,897,554.00

Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks
LRGTDFGSDFI	13-03-2026	INR		1,897,554.00	
Total Settlement Amount in Booking Currency:				1,897,554.00	

The screenshot shows the ETASS Reinsurance interface after the transaction has been approved. The dialog box is no longer present, and the transaction details table now includes a "Transaction Amount" column.

AE Number	Credit/Debit Note Reference	Credit/Debit Note Date	Booking Currency	P/R/Info	Amount
AE-HR12526FAC079AGC01-1276	SADFGHJGFI	13-03-2026	INR	R	998,777.00
AE-HR12526FAC079AGC01-1277	SDFGHGDFGFI	13-03-2026	INR	R	898,777.00
Total Amount:					1,897,554.00

Transaction Number	Date of Transaction	Transaction Currency	Transaction Amount	Settlement Amount in Booking Currency	Remarks
LRGTDFGSDFI	13-03-2026	INR	3,24,234.00	1,897,554.00	
Total Settlement Amount in Booking Currency:				1,897,554.00	

## 6. Annexure I

### Status – Settlement

Sr.No	Status	Description
1	Settlement pending for submission	Accounting Entry is approved by reinsurer, now it will be available for settlement for cedant and reinsurer. It will also reflect in Settlement pending for submission list.
2	Broker – Payment receipt confirmation pending.	Settlement is uploaded by Cedant/Reinsurer, now it will be available for settlement

		approval/rejection for broker in the Settlement pending for approval list.
3	Broker - Payment receipt confirmed	Settlement is approved by the broker, now it will be available for settlement for broker. It will also reflect in the Settlement pending for submission list.
4	Reinsurer – Payment receipt confirmation pending	Settlement is uploaded by broker/cedant to reinsurer, now it will be available for settlement approval/rejection for reinsurer. It will also reflect in the Settlement pending for approval list.
5	Cedant – Payment receipt confirmation pending	Settlement is uploaded by broker/reinsurer to cedant, now it will be available for settlement approval/rejection for cedant. It will also reflect in the Settlement pending for approval list.
6	Cedant - Payment receipt confirmed	Settlement is approved by cedant. It will reflect in the View Settlement list.
7	Reinsurer - Payment receipt confirmed	Settlement is approved by reinsurer. It will reflect in the View Settlement list.
8	Settlement rejected by cedant	Settlement is rejected by cedant, now it will be available for settlement re-upload. It will reflect in the Settlement pending for submission list.
9	Settlement rejected by broker	Settlement is rejected by broker, now it will be available for settlement re-upload. It will reflect in the Settlement pending for submission list.
10	Settlement rejected by reinsurer	Settlement is rejected by reinsurer, now it will be available for settlement re-upload. It will reflect in the Settlement pending for submission list.