PC Company Edit Package

User Guide

Insurance Services Office, Inc.

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Please Note!

Please read the following important notice before using the information contained in this guide.

IMPORTANT NOTICE FOR USERS OF ISO PRODUCTS AND SERVICES

Please make sure that your company has authorized your use of this product and has complied with the requirements applicable in the jurisdiction where you plan to use it.

We distribute both state-specific and multistate products and services. We do not distribute all the multistate products and services for use in every jurisdiction due to corporate policy, regulatory preference, or variations or lack of clarity in state laws.

We provide participating insurers with information concerning the jurisdictions for which our products and services are distributed. Even in those jurisdictions, each insurer must determine what filing requirements, if any, apply and whether those requirements have been satisfied.

Now, as in the past, all of our products and services are advisory, and are made available for optional use by participating insurers as a matter of individual choice. Your company must decide for itself which, if any, ISO products or services are needed or useful to its operation and how those selected for use should be applied. We urge that you be guided by the advice of your attorneys on the legal requirements.

October 2009

Overview

Introduction

The ISO Company Edit Packages (CEPs) assist users in detecting errors in their statistical data prior to submitting it to ISO. The editing criteria contained in the CEPs are the same as those used to check your data at ISO as part of our receipt and acceptance systems. In addition to being able to pre-edit data, the CEPs also allow users to view reports, correct data and prepare it for submission. Using the CEP to correct data errors prior to submission to ISO can reduce possible assessments and, ultimately, ensure better data quality.

The PC CEPs include a graphical user interface (GUI) that facilitates easy navigation through the various functions. Each screen that can be accessed from the Main Menu follows in a logical manner. All of the information required for each function is contained on a single screen.

About This User Guide

This guide provides system requirements, installation procedures and detailed instructions for the use of the Personal Computer (PC) version of ISO's Company Edit Packages. This guide applies to the PC CEPs for the following ISO statistical plans:

- Commercial Statistical Plan (CSP/CSP+) and Commercial Statistical Plan – Intermediate Level (CSP-I) - Statistical Plans combined and referred to as "CSP" in the CEP
- Commercial Statistical Agent Plan (CSAP)
- Personal Automobile Statistical Plan/Personal Lines Statistical Agent Plan for Automobile (PASP/PLSAP(AUTO))
- Personal Lines Statistical Plan for Other than Automobile/Personal Lines Statistical Agent Plan for Other than Automobile (PLSP(OTA)/PLSAP(OTA))

The sample screens shown in this user guide are from the CSP CEP; however, the screens for the PC CEPs for all the statistical plans are similar. Specific notations are included where there are differences in the CEP screens among the plans.

This guide assumes familiarity with statistical reporting requirements (as detailed in ISO's Annual Calls for Statistics and other related ISO statistical circulars and publications) and a basic knowledge of your personal computer, which includes navigating through Microsoft® Windows.

Minimum System Requirements

The following system requirements apply to the ISO PC CEPs:

- Currently supported Microsoft® Windows operating systems
- Microsoft® Office 2003
- Pentium II Processor or higher
- 64 MB of RAM
- CD-ROM drive (for installation only)
- 372 MB hard disk space for CSP installation
- 300 MB hard disk space for CMSP installation
- 10 MB hard disk space for PASP and PLSP(OTA) installation
- Additional storage for output files as dictated by company's volume of data

  Note: CEP's have not been extensively tested for Microsoft's Vista Operating Systems

Your screen resolution should be set to 1024 by 768 pixels. If it is not set to that resolution, the screens of the CEP may be cut off.

Due to variations among the many versions of Windows, and in an effort to most effectively address PC CEP questions, we are limiting our technical support to Microsoft® supported operating systems. However, this is not to suggest that the PC CEPs will not function in environments not currently supported by Microsoft®.

We believe the PC CEPs will function in some of the older environments but since we do not test on those operating systems, we cannot make any guarantees. There will be limited support available to those companies installing and running the CEPs in unsupported Microsoft® environments. We will attempt to respond to company questions to the best of our ability, but we may not be able to resolve all problems.

The applications are designed to be installed and run only on a local drive, not on a network drive. ISO does not support the installation and running of the PC CEPs on a network. However, this does not mean that your data files cannot be stored on a network drive.

Microsoft® Word is recommended for viewing the SAR, error correction and TL/SC reports, but it is not required. If MS® Word is not installed on your computer, the reports will automatically open in MS® Wordpad or MS® Notepad.

Removing Prior Versions

It is important that you remove any prior versions of a particular CEP before installing subsequent versions – e.g. you must remove the second quarter CSP CEP before installing the third quarter CSP CEP.

To remove prior versions of the CEP from your PC, follow the instructions below. If you are a first time user of the CEP or have no prior versions installed, proceed to the **Installation Instructions** section.

The ISO CEPs update and access a database behind the scenes for job tracking purposes and application use. Please note that when removing a CEP from your machine, this database is also removed.

1. Click on the Start button and choose Settings.
2. Click on the Control Panel and select Add or Remove Programs.
3. Select the older version of the CEP from your hard drive.
4. Click on the "Change/Remove" button.
5. Click the "Yes" button on the confirm deletion message box.
6. Click the "Yes to All" button on the remove shared files message box.
7. Click the "OK" button on the remove program from your computer message box.
8. Click the "OK" button to return to the Control Panel.

Installation Instructions

Before installing the CEP, please be sure that no prior versions of the particular CEP that you want to install are loaded on your PC. For instructions on **Removing Prior Versions**, see the previous section.

1. Start up Windows. It is recommended that no other applications be open.
2. Place the CEP CD in the CD-ROM drive. The CEP CD includes an installation wizard that will guide you through the installation process. The Wizard will automatically start up.
3. The screen that is first displayed is the Welcome screen. This screen tells you to exit all other programs before installing the CEP. If you still have applications open at this point, exit the wizard and close all open applications. Otherwise, click “Next”.
4. The TL Group# registration screen is next and requires that you enter the 4 digit TL Group# that is associated with the subscription of the CEP that is being installed on your PC. When you have completed this information, click “Next”.
5. Choose the destination for the location of the program. The application will default to your C: drive and will put the programs into the <Stat Plan>#Qyy folder, where <Stat Plan> will be either CSP, , PASP or PLSP, the #Q will be the number of the quarter and the yy will be the last two digits of the year of the release. For example, CSP1Q08 will be the default for the first quarter 2008 CSP release. When you have selected the desired location for the program, click “Next”. **Please note that the ISO CEPs cannot be installed or run on a network drive.**
6. The next screen confirms that there is enough information to start copying the program files to your computer. If you would like to change any of the information on the previous screens, use the “Back” button. If not, click “Next”.
7. The CEP programs will now install. Some of the files that are installed are .dll files. There may be a point in the installation where you will be asked if you want to replace the .dll files that you have on your machine with a newer version from the CEP CD. If you have customized your system files in any way or you have other applications that rely on the old .dll files, keep the old ones or contact ISO for more information.
8. When the installation is complete, click the “Finish” button to exit the setup.
9. Re-boot your computer.

The following folders are created on your machine as part of the CEP installation:

	CSP/CSP-I	CSAP	PASP	PLSP(OTA)
Batch	X	X		
Data	X	X	X	X
FrontEnd	X	X		
Load	X	X		
MerantRTS	X	X		
Tables	X	X	X	X
Help	X	X	X	X

Product Support

New Enhancements to our Data-Editing Resources Website:
http://www.iso.com/dcs/data-editing.html

In an ongoing effort to improve our customer service, and be more responsive to the needs of our customers, we have made enhancements to our website that will broaden the channels of communication for all of ISO's statistical data-editing resources. This enhanced website includes detailed information regarding ISO's Company Edit Packages, Actuarial Edit Definitions, EditTables, and product ordering.

Some of the key enhancements to this website include:

- Detailed Product Descriptions
- Minimum System Requirements
- Anticipated Release Schedule for the Company Edit Packages
- Customer and Support Information
- User Guides and Product Documentation
- Periodic Product Announcements
- Frequently Asked Questions (FAQs)
- Product Ordering Instructions and Forms

We continue to look for new ways to improve our customer service and encourage you to visit our website. For all feedback and questions regarding these enhancements and our products and services, please contact us at DataControl@iso.com.

Customer support is provided by the ISO User Help Desk. The User Help Desk is available to answer any questions you may have regarding the CEPs. Support is available Monday through Friday from 7:30 a.m. to midnight Eastern Standard Time. The telephone number for all area codes is (800) 888-4476.

Getting Started

Launching the CEP

Once the CEP has been successfully installed, the programs can be accessed for your use in one of three ways.

You can invoke the CEP programs by selecting **Start>Programs>(CEP Name)>(CEP)FrontEnd.** For example, for the first quarter 2008 CSP CEP, select Start>Programs>CSP1Q08>CSPFrontEnd.

You can also invoke the CEP by going into Windows Explorer and selecting the executable file from the FrontEnd folder. The executable file names are as follows:

- For CSP and CSP-I= **CSP#Qyy.exe**
- For CSAP = **CSAP#Qyy.exe**
- For PASP = **PASP#Qyy.exe**
- For PLSP(OTA) = **PLSP#Qyy.exe**

The #Q is the number of the quarter (1Q for first quarter, 2Q for second quarter, etc). The yy is the last two digits of the year of the release. So for the first quarter 2008 CSP CEP, the name of the .exe would be CSP1Q08.exe.

You can also choose to create a shortcut on your desktop for launching the CEP. To do this, locate the folder where you installed the CEP. In the FrontEnd folder, right click the CEP .exe and choose “Send to” from the menu that appears. Select “Desktop (create shortcut)”. This will put an icon on your desktop for easier access to the application, named in the same way as the executable file.

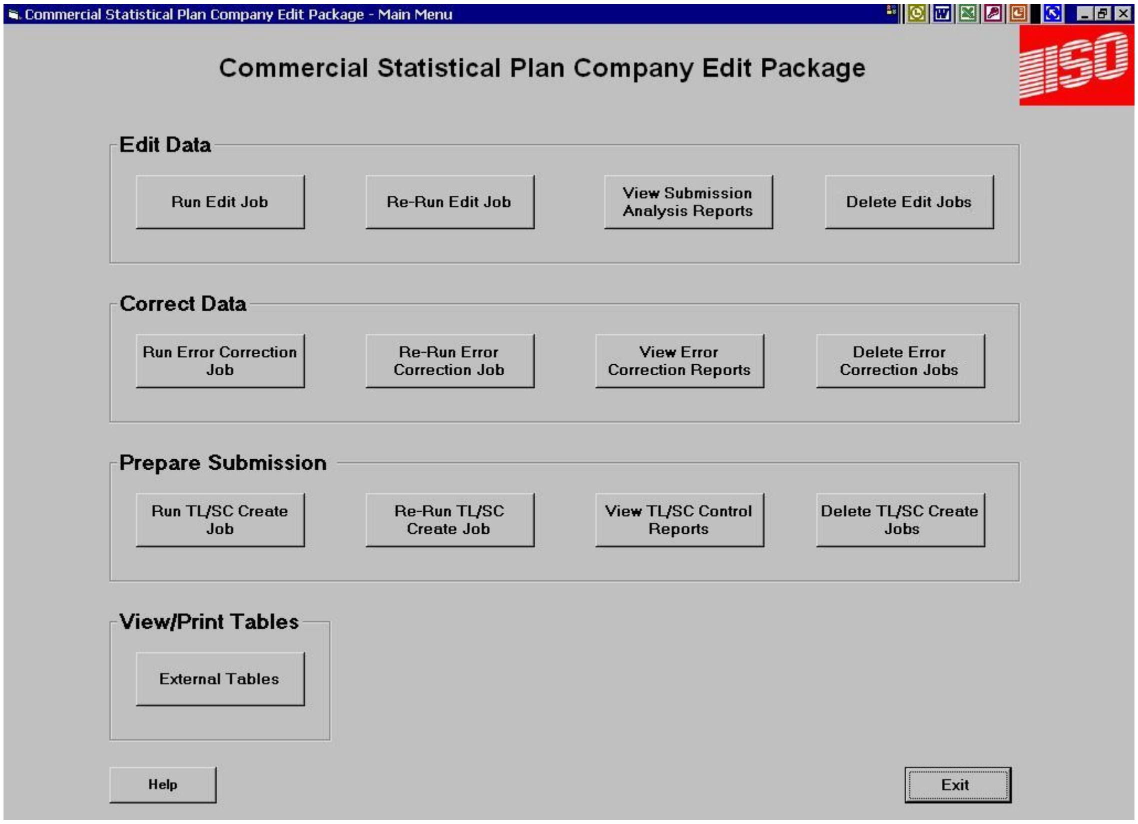
When the program is launched, the first screen displayed is the Main Menu.

Main Menu

The Main Menu is the starting point for all of the utilities available for checking and reviewing your data. Each button on the Main Menu accesses a particular function.

The functions are grouped into categories. These categories are **Edit Data**, **Correct Data**, **Prepare Submission** and **View/Print External Tables** (CSP and CSAP only).

A screen print of the Main Menu is shown below followed by a brief description of each category.



The options in the **Edit Data** category allow you to run your statistical data files through the edit programs, review the results and delete any old edit jobs that were previously run. This can be accomplished by utilizing the following functions: Run Edit Job, Re-Run Edit Job, View Submission Analysis Reports and Delete Edit Jobs.

The options in the **Correct Data** category allow you to correct any data that may have been flagged in error when edited, view reports and delete any old error correction jobs that were previously run. This can be accomplished by utilizing the following functions: Run Error Correction Job, Re-Run Error Correction Job, View Error Correction Reports and Delete Error Correction Jobs.

The options in the **Prepare Submission** category assist you in preparing your data for submission to ISO. You can create Transmittal Letter and Submission Control (TL and SC) records, view TL/SC reports and delete any old TL/SC create jobs that were previously run. This can be accomplished by utilizing the following functions: Run TL/SC Create Job, Re-Run TL/SC Create Job, View TL/SC Control Reports and Delete TL/SC Create Jobs.

The **View/Print Tables** option in CSP and CMSP allows you to view and print external tables.

In addition, the Main Menu also includes Help and Exit command buttons. The **Help** button will allow you to access an online version of this user guide. The online guide is easily accessible from all of the screens in the CEP and provides helpful search features.

The **Exit** button will exit you from the CEP.

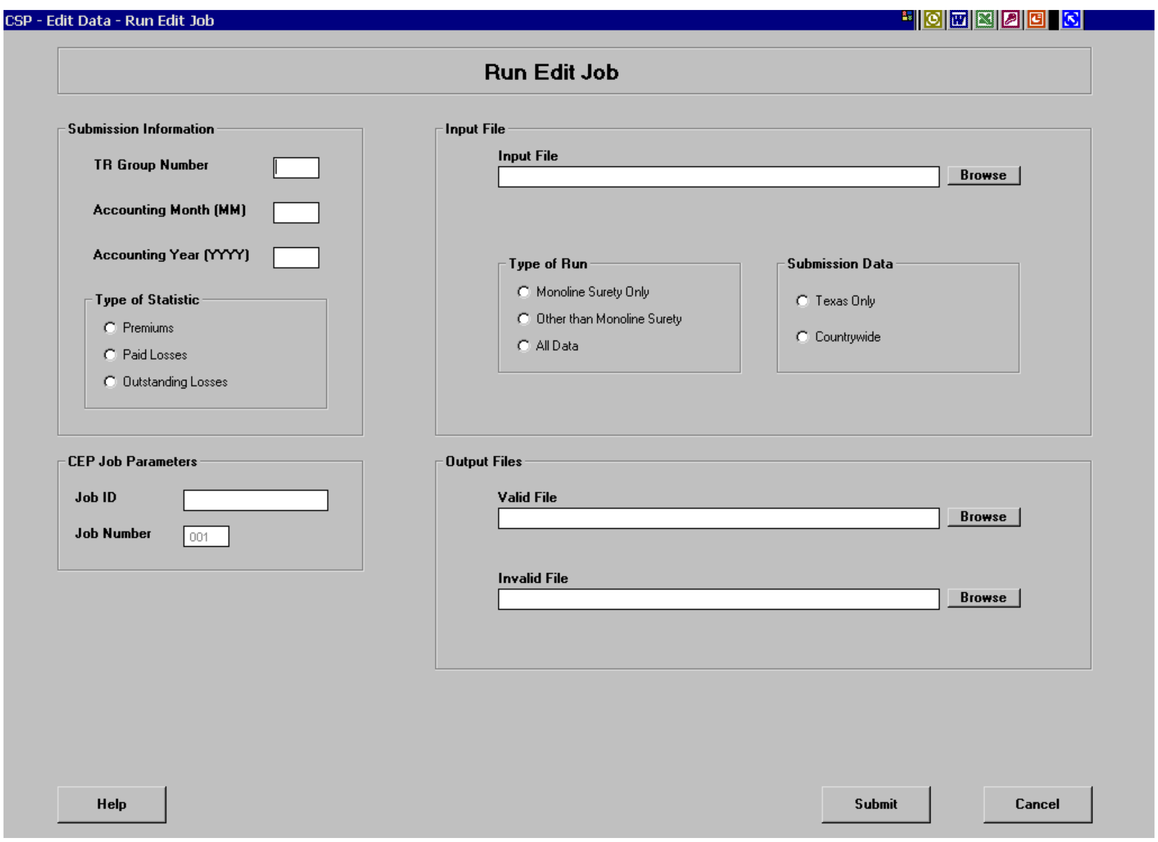
The title bars on each screen will tell you exactly where you are, linking the current screen to the function you selected on the previous screen.

How to Edit Data

Run Edit Job

The Run Edit Job option (within Edit Data on the Main Menu) allows you to check the validity of your data. Examining your data with the help of the CEP allows you to find errors as soon as possible so you can then correct them prior to submitting the data to ISO. The edits check fields and also check the relationships between the fields. Field edits check whether the code or value reported in a specific field on a transaction record is valid. Relationship edits check whether the relationships between two or more fields on a transaction record are valid. The edits contained in the CEPs are the same edits used to check your data at ISO.

A sample print of the Run Edit Job screen is shown below.



All of the information on the Run Edit Job screen must be completed. If any of the boxes or option buttons is left blank or filled in with invalid information, an error message for each invalid entry will be displayed upon submitting.

Submission Information

The Submission Information section (in the upper left of the Run Edit Job screen) consists of the TR Group Number, Accounting Month, Accounting Year and Type of Statistic.

The **TR Group Number** is the four digit statistical reporting number under which you report your data to ISO. The TR Group Number must be selected from the drop-down menu.

The **Accounting Month** refers to the month the transactions were entered on the company books (not to the month of the edit run). The Accounting Month must be a two digit number between 01 and 12, e.g. 01 = January, 02 = February, ..., 12 = December. The Accounting Month must be typed in.

> For groups that report on a monthly basis, the accounting month is the month in which transactions were entered on the company books (01 to 12).
>
> For groups that report on a quarterly basis, the accounting month is the last month of the quarter (03, 06, 09 or 12).
>
> For groups that report on an annual basis, the accounting month is December (12).

The **Accounting Year** refers to the year the transactions were entered on the company books (not to the year of the edit run). The Accounting Year must be a four digit number, e.g. 2007, 2008, etc. The Accounting Year must be typed in.

The **Type of Statistic** refers to whether the input data file that is being prepared for an edit run contains premium, paid loss or outstanding loss records. Click on the radio button that applies. The Type of Statistic is not a required selection for the PLSP(OTA) CEP and the radio buttons will be grayed.

CEP Job Parameters

The CEP Job Parameters section (in the lower left of the Run Edit Job screen) consists of the Job ID and Job Number.

The **Job ID** is specified by the user and helps to uniquely identify each job. You may find it helpful to specify a Job ID that you can easily associate with a particular edit job. The Job ID can be any name you choose up to 16 characters. For example: RUN_PAIDLOSS_001.

The **Job Number** is what uniquely identifies each edit job to the program. The information for the jobs you run is stored in a database. The database requires that each job have a unique identifier that will maintain the individuality of each job. The program automatically assigns a Job Number which you will not be able to change. You may also find the Job Number helpful for remembering what was run in a particular job.

Input File

The Input File section (in the upper right of the Run Edit Job screen) consists of the Input File, Type of Run and Submission Data information.

The **Input File** contains the transaction records that you would like processed through the edits. The input file must be in ASCII format. Acceptable file extensions for input files are .dat and .txt. The path of the file can be typed directly into this box or you may use the “Browse” button to locate the file on your hard drive or network drives. You will not be able to read from a floppy drive or CD-ROM drive -- only from the hard drive or network drives.

Please be sure that the records in the Input File have the correct record length for each statistical plan. For CSP/CSP+/CSP-I, the record length must be 150 bytes. For CSAP, the record length must be 80 bytes. For PASP, the record length must be 300 bytes. For PLSP(OTA), the record length must be 150 bytes. It is not necessary for your input files to contain TL or SC records in order to edit them in the CEP.

For CSP/CSP-I and CSAP, the **Type of Run** must be selected. The purpose of the Type of Run is to tell the program whether Monoline Surety data is or is not included in the input file. The Type of Run options are Monoline Surety Only, Other than Monoline Surety and All Data. ISO collects and processes Surety and Monoline Fidelity data on behalf of the Surety Association of America. The Surety and Monoline Fidelity edits are included in the CEP as a courtesy to companies reporting other lines of business to ISO. These edits are known as the V module edits.

Select **Monoline Surety Only** if the input file contains only surety and monoline fidelity data. The input file will be run through the V module edits only.

Select **Other than Monoline Surety** if the input file does not contain surety or monoline fidelity data. The input file will be run through all edit modules other than the V module. It will not be processed through the V module edits.

Select **All Data** if the input file contains both monoline surety and other than monoline surety data. The input file will be run through all of the edits (i.e. all edit modules including the V module edits).

For CSP/CSP+, the **Submission Data** indicates that the input file includes either Texas Only data or Countrywide data. The Submission Data parameter acts as a proxy for the submission count, which is used for identifying submissions to ISO. The radio buttons for Submission Data will be grayed out for all statistical plans other than CSP/CSP+.

Select **Texas Only** if the input file contains CSP+ data only (reported to ISO as a supplemental submission with a submission count of 42 or greater).

Select **Countrywide** if the input file contains records for some or all of the states (i.e. other than Texas CSP+ data submissions).

For editing purposes, your CSP data must be processed separately from your CSP+ data, consistent with the way in which it is reported to ISO.

Output Files

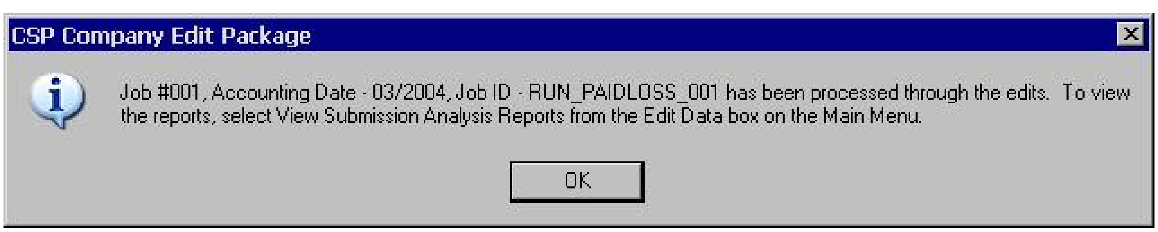
In the Output Files section (in the lower right of the Run Edit Job screen), you must designate the output files to which valid and invalid records will be written.

The **Valid File** will include all the records that have passed the edit criteria.

The **Invalid File** will include all the records that did not pass the edit criteria (i.e. those that generated errors).

The path of the files can be typed into these boxes or you may use the "Browse" button to locate the directory or folder where the files are to be saved. **You cannot save output files to your floppy drive or CD-ROM drive -- only to the hard drive or network drives.**

When you have completed all the information on the Run Edit Job screen, you can then run the job by clicking the "Submit" button at the lower right of the screen. When the file has run through to completion, the following message will be displayed:



The **Cancel** button on the Run Edit Job screen will return you to the Main Menu at anytime prior to selecting "Submit". However, if you have already submitted a job, selecting the Cancel button will not stop that job from running.

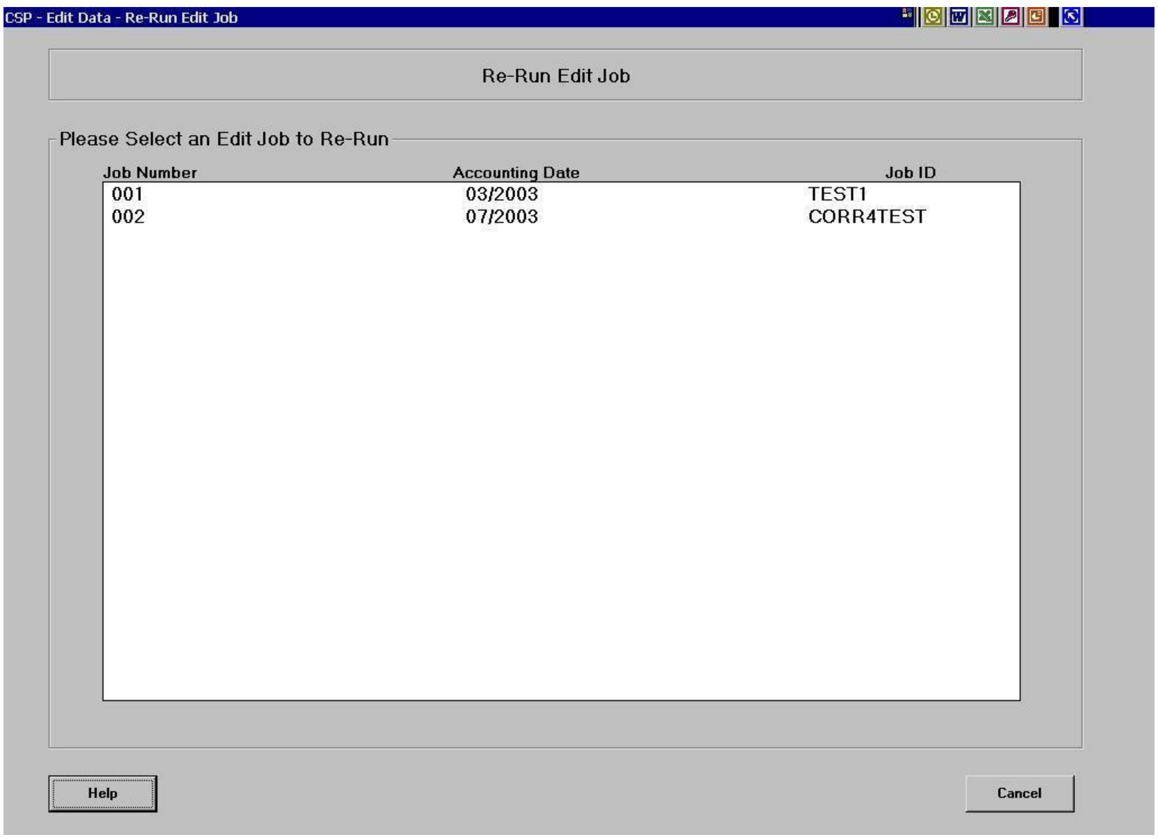
The reports generated for the edit jobs (including the error listing report) can be viewed by accessing the View Submission Analysis Reports selection from the Edit Data box on the Main Menu. The Valid and Invalid output files will be written to the location you specified in the Run Edit Job screen.

Re-Run Edit Job

The Re-Run Edit Job option allows you to re-process jobs that were previously run through the edit programs. You may want to re-run an edit job if incorrect information was specified for the original edit job run, if the output files or SAR reports from the original run were deleted, or if you directly modified data in the input file. Using the Re-Run Edit Job option (instead of the Run Edit Job option) will save you a little work in specifying job parameters.

When you select the Re-Run Edit Job option from the Edit Data box on the Main Menu, a window will be displayed listing the jobs that are available for re-processing.

A sample print is shown below.



The jobs are listed according to the Job Number, Accounting Date (mm/yyyy) and Job ID and are ordered by the Job Number. Select (by single clicking) the desired job from the window, and the information regarding the job as originally specified will be populated to a Re-Run Edit Job screen (which is the same as the Run Edit Job screen).

You will be able to change all of the fields on the screen except for the Job Number. The Job Number cannot be changed because this is what uniquely identifies a particular job in the program's database. It is important that each job have a unique identifier so that the information associated with each job can be easily recalled and is not confused with information from another job. Any information entered on the re-run screen will replace the information that was originally entered for that job. You will not be able to go back to what was entered prior to re-running, unless you cancel before submitting.

For example: If on the original edit run you entered 03 as the month for Job Number 001, then changed the month to 06 on the re-run and submitted the job, the 03 will be replaced by the 06 as the month for Job Number 001. If, however, you changed the month to 06 and then cancelled before submitting, the information will still reflect what was originally entered for that job (03).

The SAR reports will also reflect any new information that was specified when re-running a job.

Please refer to the Run Edit Job section of this guide for instructions on completing the information on the Re-Run Edit Job screen.

When you have completed all the information on the Re-Run Edit Job screen, you can then run the job by clicking the “Submit” button at the lower right of the screen. When the file has run through to completion, a message, similar to the one after running an edit job, will be displayed.

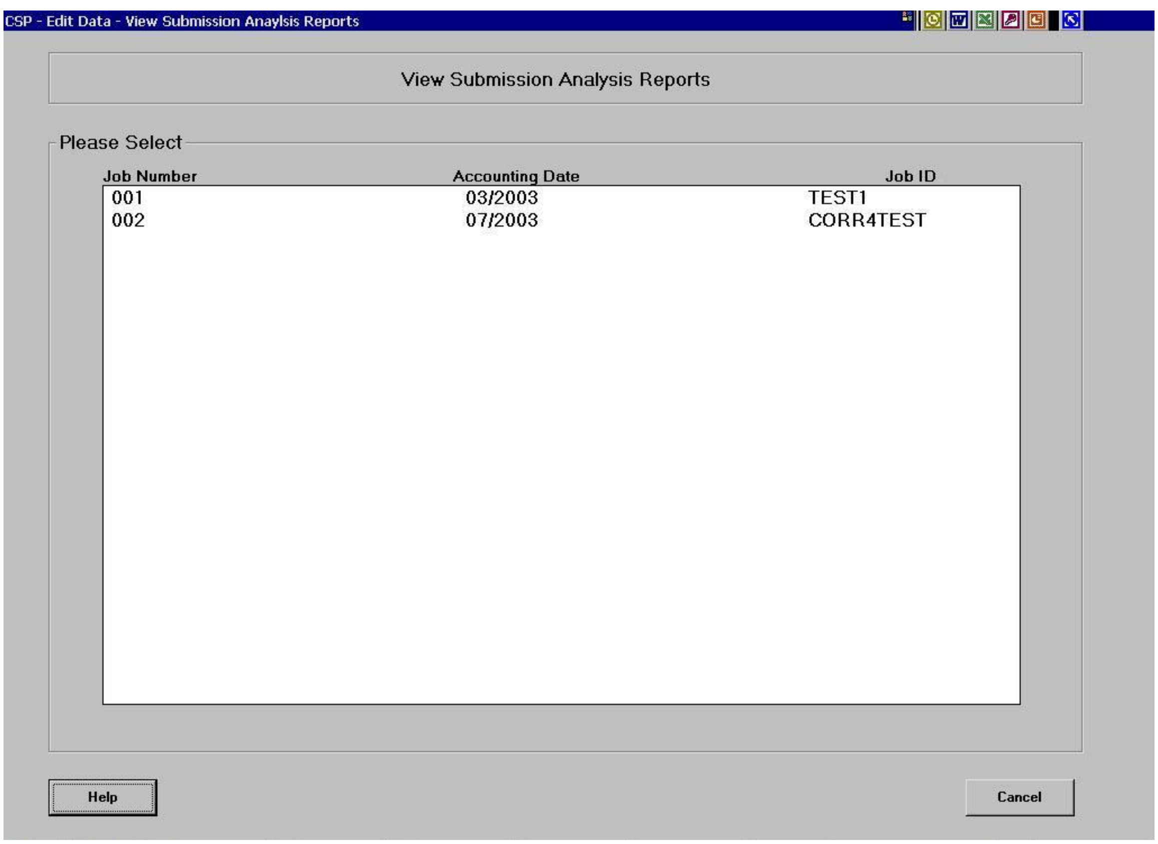
The **Cancel** button on the Re-Run Edit Job screen will return you to the Main Menu at any time prior to selecting “Submit”. However, if you have already submitted a job, selecting the Cancel button will not stop that job from running.

The reports generated for the Re-Run Edit Jobs (including the error listing report) can be viewed by accessing the View Submission Analysis Reports selection from the Edit Data box on the Main Menu. The Valid and Invalid output files will be written to the location you specified in the Re-Run Edit Job screen.

View Submission Analysis Reports

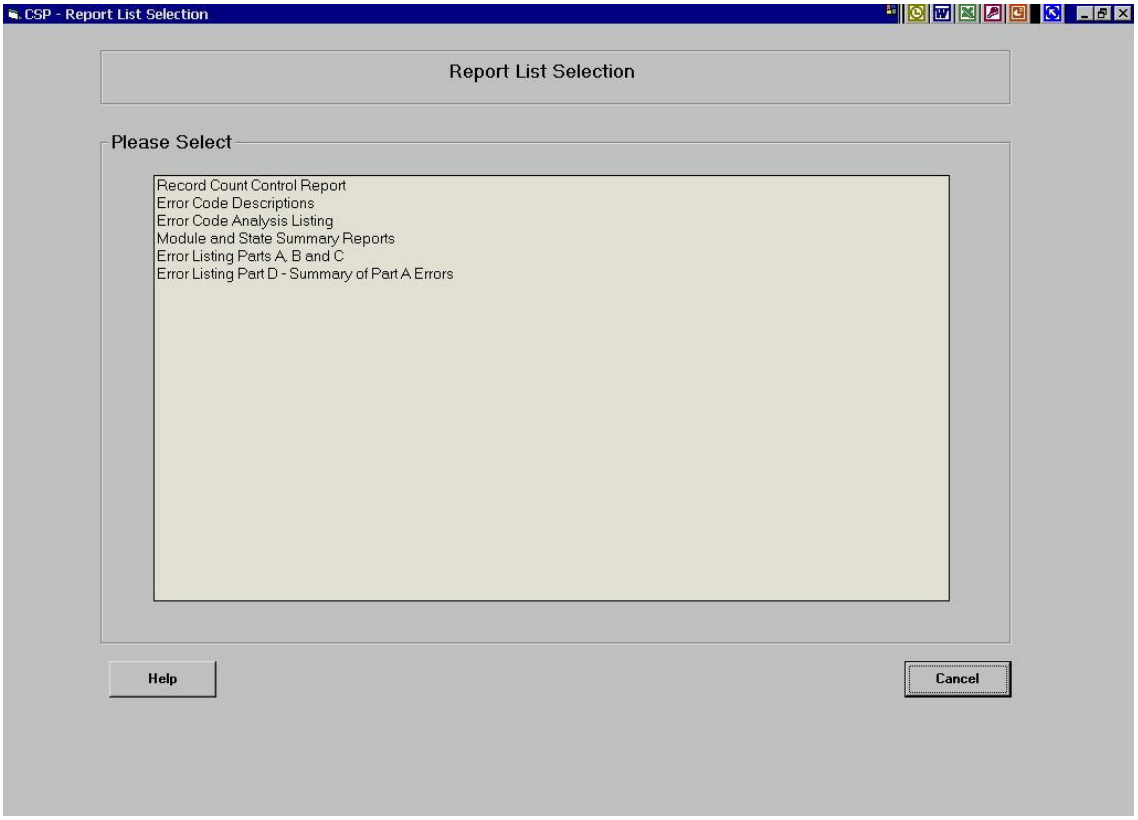
After a job has been run (or re-run), the SAR reports can be viewed by accessing the View Submission Analysis Reports selection from the Edit Data box on the Main Menu. Upon selecting this option, you will be presented with a window that lists the jobs that have reports available for viewing. These jobs are listed according to the Job Number, Accounting Date (mm/yyyy) and Job ID and are ordered by the Job Number.

A sample print of the View Submission Analysis Reports screen is shown below.



To view the SAR report for a specific job, select the job (by single clicking) from the window. A window will then display a list of the SAR reports created.

A sample print of the report list is shown below.



Select (by double clicking) the desired report from the window. The SAR reports will automatically be opened with MS® Word. Standard MS® Word functionality will apply for navigation and printing. If any of the headings on the SAR reports are not aligned, be sure that the font is set to Courier New, 8 point. If it is not, select all and change the font to Courier New, 8 point. If MS® Word is not installed on your computer, the SAR reports will open in MS® Wordpad or MS® Notepad.

The SAR reports include an Error Listing (showing each transaction record together with any errors assigned), along with a number of control reports. Reference Appendix A for a list of the SAR reports that are available for each statistical plan.

The Module and State Summary Reports of the SAR will tell you whether each module would be accepted or rejected by ISO. An accepted module may or may not require error correction. A rejected module requires some corrective action.

> If the module is assigned an **Accepted – Error Correction not Required (Accepted within Tolerance)** status, this means that the module has no errors or a small enough volume of errors to fall within the tolerances allowed by ISO. No error correction is required. If this is the status of all modules in the file, you may be ready to prepare your submission to send to ISO. Please refer to the Prepare Submission section of this user guide for instructions.
>
> If the module is assigned an **Accepted – Error Correction Required (Accepted and Exceeds Tolerances)** status, this means that there are enough errors to exceed the tolerances allowed by ISO. Error corrections would have to be performed if the file were sent to ISO as is. To avoid this, you could correct the records that are in error using the Error Correction function of the CEP. Please refer to the Correct Data section of this user guide for instructions.
>
> If the module is assigned a **Rejected – Resubmission Required (Rejected)** status, this means that a significant portion of the dollar amounts and/or record counts are in error. If sent to ISO as is, you would be required to resubmit. To avoid this you could correct the records that are in error using the

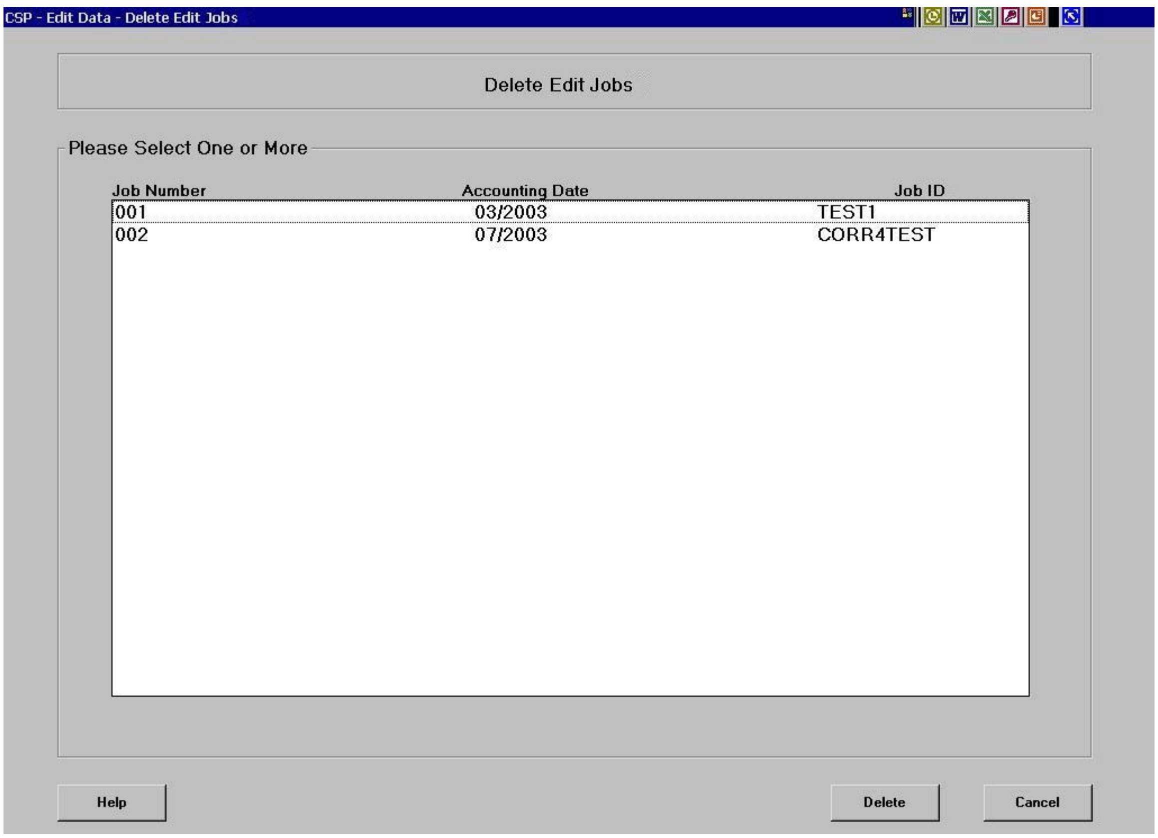
Error Correction function of the CEP. Please refer to the Correct Data section of this user guide for instructions.

If the module is assigned a **Rejected – Resubmission not Allowed** status, this means that some data is incorrectly coded and it could not be assigned to any module. The data is routed to the Invalid Module. If the data that is routed to this module should not be reported to ISO, then delete it from your input file. If the data should be reported, then error corrections would have to be performed. Refer to the Correct Data section of this user guide for instructions.

Delete Edit Jobs

You may want to delete edit jobs if they are incorrect or outdated. Deleting a job will remove all of the information associated with that job from the application's database and the job will no longer be available for re-running or viewing reports. It will not, however, delete the output files (Valid and Invalid data files) that were created.

To delete edit jobs, select Delete Edit Jobs from the Edit Data box on the Main Menu. Upon selecting this option, a window listing the jobs that are available for deletion will be displayed. The jobs are listed according to the Job Number, Accounting Date (mm/yyyy) and Job ID and are ordered by the Job Number. A sample print of the Delete Edit Jobs screen is shown below.



To delete a specific job, select it (by single clicking) from the window and click "Delete" at the lower right of the screen. A warning message will appear confirming whether or not you want to delete the one that was chosen.

To delete more than one job at a time, select the first one that you would like to delete, then hold down the Control key while selecting the second, third, etc. and click "Delete".

If you would like to delete a block of jobs, select the first job, hold down the Shift key, then select the last job in the block and click "Delete".

A warning message will appear for each job that was selected, confirming whether or not you would like to delete the jobs. Clicking “No” in any of the confirmation messages will cancel the delete request and return you to the Delete Edit Jobs window. Clicking “Yes” will delete the job(s) and they will be removed from the list.

How to Correct Data

Run Error Correction Job

The Error Correction feature (within Correct Data on the Main Menu) allows you to make corrections to data that was found to be in error by the edit programs. Instead of modifying your statistical data directly, you may choose to use this feature.

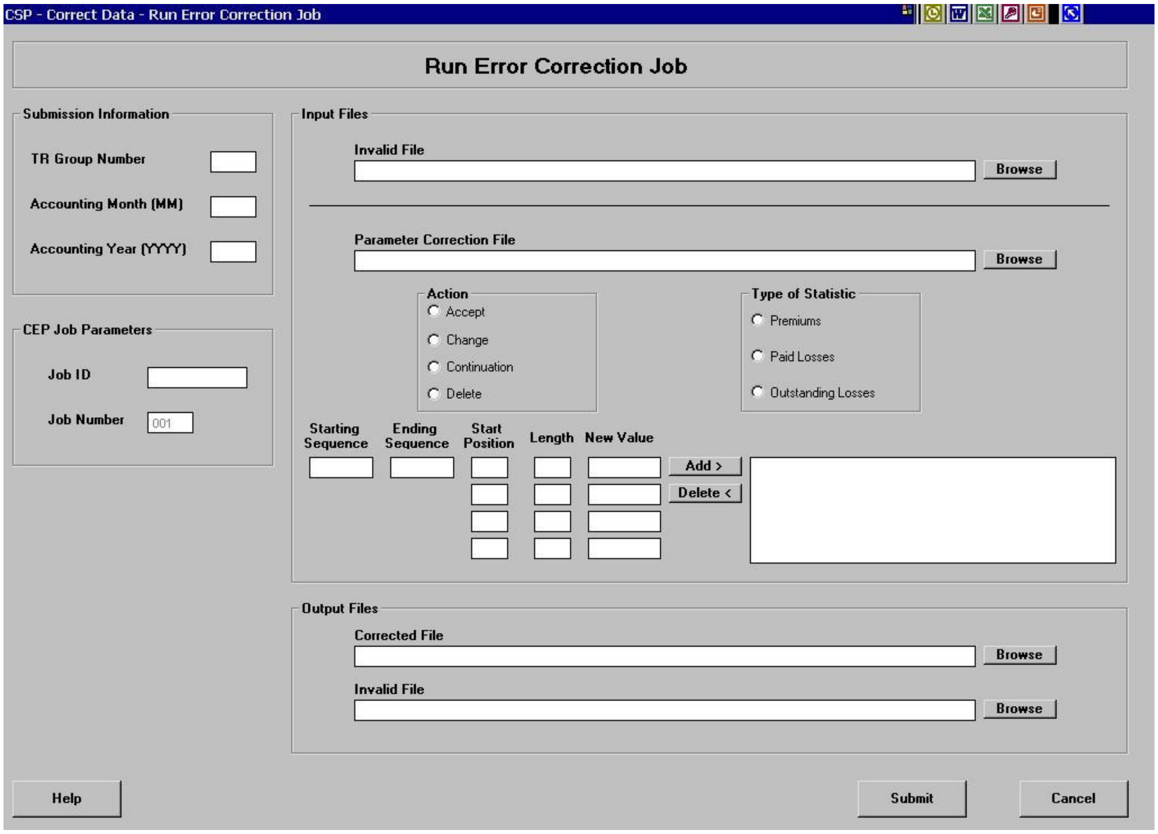
An Error Correction Job requires the creation of parameter records. The parameter records tell the application which fields on the input invalid records are to be corrected and what the new values should be. The parameter records use sequence numbers to identify the transaction records to be corrected. The sequence numbers can be found on the SAR Error Listing Report, which can be viewed by accessing the View Submission Analysis Reports selection from the Edit Data box on the Main Menu.

The Run Error Correction Job screen allows you to create the necessary parameter records and to run an error correction job. After the error correction job has been submitted, data that was in error will have been modified according to your specifications.

Running an error correction job simply modifies the statistical records that you specify. It does not indicate whether the modifications made are valid. To check the validity of the changes applied to the records, you should run the Corrected File through the edits by selecting Run Edit Job (or Re-Run Edit Job) from the Edit Data box on the Main Menu.

Please be aware that you cannot use the CEP to correct data that was found to be in error after submitting to ISO. The error correction feature in the CEP is strictly for correcting errors in data prior to submitting to ISO. Also, any mention of the SAR in the Error Correction section or any other section of this user guide refers to the SAR that is generated from the CEP, not an SAR that is returned to you from ISO for data submitted.

A sample print of the Run Error Correction Job screen is shown below.



All of the information on the Run Error Correction Job screen must be completed. If any of the boxes or option buttons are left blank or filled in with invalid information, an error message for each invalid entry will be displayed upon submitting.

Error Correction Submission Information

The Submission Information section (in the upper left of the Run Error Correction Job screen) consists of the TR Group Number, Accounting Month and Accounting Year.

The **TR Group Number** is the four digit statistical reporting number under which you report your data to ISO. The TR Group Number must be selected from the drop-down menu.

The **Accounting Month** refers to the month the transactions were entered on the company books (not to the month of the error correction run). The Accounting Month must be a two digit number between 01 and 12, e.g. 01 = January, 02 = February, … 12 = December. The Accounting Month must be typed in.

> For groups that report on a monthly basis, the accounting month is the month in which transactions were entered on the company books (01 to 12).
>
> For groups that report on a quarterly basis, the accounting month is the last month of the quarter (03, 06, 09 or 12).
>
> For groups that report on an annual basis, the accounting month is December (12).

The **Accounting Year** refers to the year the transactions were entered on the company books (not to the year of the error correction run). The Accounting Year must be a four digit number, e.g. 2003, 2004, etc. The Accounting Year must be typed in.

Error Correction CEP Job Parameters

The CEP Job Parameters section (in the lower left of the Run Error Correction Job screen) consists of the Job ID and Job Number.

The **Job ID** is specified by the user and helps to uniquely identify each job. You may find it helpful to specify a Job ID that you can easily associate with a particular error correction job. The Job ID can be any name you choose up to 16 characters. For example: EC_PREM_001.

The **Job Number** is what uniquely identifies each error correction job to the program. The information for the jobs you run is stored in a database. The database requires that each job have a unique identifier that will maintain the individuality of each job. The program automatically assigns a Job Number which you will not be able to change. You may also find the Job Number helpful for remembering what was run in a particular job.

Error Correction Input Files

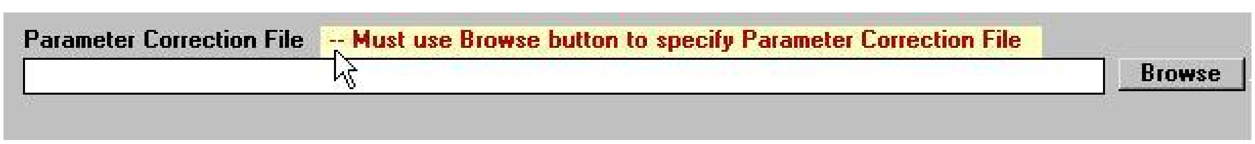
The Input Files section (in the upper right of the Run Error Correction Job screen) consists of the Input Files (Invalid File generated as output of an edit job and the Parameter Correction File created as part of this screen), Type of Statistic, Action, and Parameter Information.

The **Invalid File** contains the records which need correcting. This file is the output invalid file that was generated as part of an edit job.

The Input Invalid file must be in ASCII format. Acceptable file extensions are .dat and .txt. The path can be typed directly into this box or you may use the “Browse” button to locate the file on your hard drive or network drives. You will not be able to read from a floppy drive or CD-ROM drive -- only from the hard drive or network drives.

The **Parameter Correction File** will contain the parameter records created by the user on this screen. You can choose a parameter file that already exists, in which case the parameter records contained in the file will be populated to the screen.

The Parameter Correction file must be in ASCII format. Acceptable file extensions are .dat and .txt. The path cannot be typed directly into this box. You must use the “Browse” button to name a new Parameter Correction file or locate an existing Parameter Correction file on your hard drive or network drives. Attempting to type or delete anything in the box will flash a message up on the screen reminding you to use the “Browse” button. You will not be able to read from a floppy drive or CD-ROM drive -- only from the hard drive or network drives.



The **Action** describes the type of error correction parameter record you are creating for error correction purposes. The Action is used in combination with the corrective parameter information also specified on this screen. The corrective parameter information consists of the **Starting Sequence** number, **Ending Sequence** number, **Start Position**, **Length** and **New Value**.

> The **Starting Sequence** is the sequence number of the first record to which modifications will be applied. It is 8 positions long and can be found on the SAR and is displayed to the right of each invalid transaction in the SAR error listing report. The starting sequence number must have leading zeros, which the program will automatically populate. For example, if the sequence number is 00000001, enter a 1 in the starting sequence box and the program will fill in the leading zeros.
>
> The **Ending Sequence** is the sequence number of the last record to which modifications will be applied. It is 8 positions long and can be found on the SAR and is displayed to the right of each invalid transaction in the SAR error listing report. Leading zeros will also be automatically populated.

The **Start Position** is the three digit number identifying the first (left most) position of the data string being corrected. The start position does not need to correspond to the actual first position of a statistical plan field – just the first position of any string that you would like to change. Leading zeros are required and will be automatically populated by the program. For example, the first position of the transaction record would be 001, the second position would be 002, etc.

The **Length** is the single digit number having a value of 1 through 9 which specifies the length of the data string to be corrected. The length does not need to correspond to the actual length of a statistical plan field – just the number of positions of any string that you would like to change. For example, if the number of bytes to be changed is 1 position long, the length would be 1, if the number of bytes to be changed is two positions long, the length would be 2, etc.

The **New Value** is the modified value needed to correct the error. It should be left justified. The remaining positions of the field are to be left blank. The number of positions of the new value must match the length that was indicated in the "Length" field.

When creating parameter records, you may choose to make single record modifications or global record modifications. **Single Record Modifications** involve correcting one record at a time. The starting and ending sequence numbers will be the same. **Global Record Modifications** involve correcting more than one record at a time, in a continuous range. The starting sequence would be the first record and the ending sequence would be the last record in the range.

The **Type of Statistic** refers to whether the parameters records will be applied to a premium, paid loss or outstanding loss record. It must be selected for each action taken. The type of statistic for the parameter records must be the same as those in the (input) invalid file that you are correcting.

As stated above, the action determines how the records in the (input) invalid file will be handled for error correction. An action must be selected for each set of parameters that are entered. The four actions that can be used for error correction are **Accept**, **Change**, **Continuation** and **Delete**.

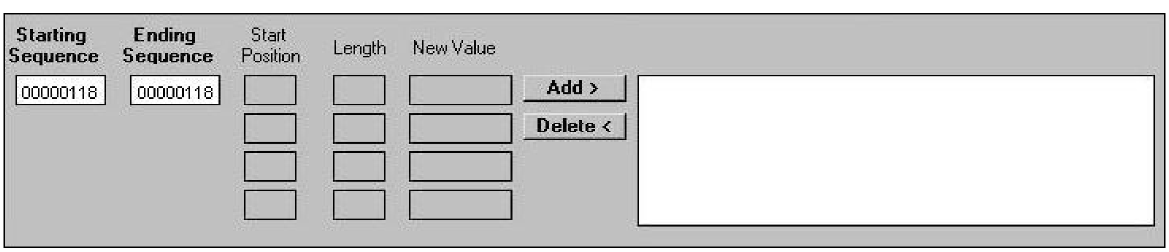
The Accept Action

The Accept action is what is commonly referred to as the Accept "feature" of the package.

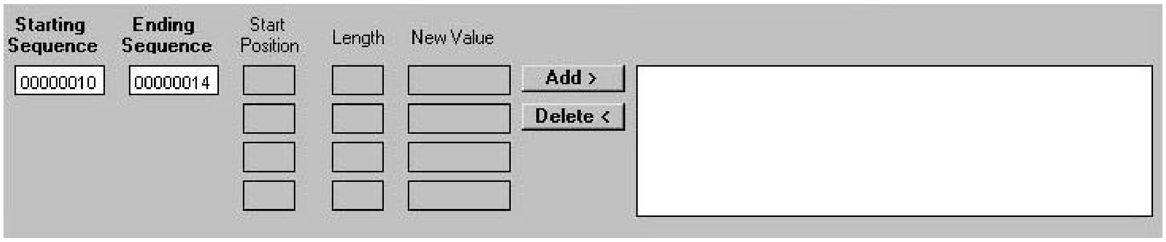
The Accept action instructs the program to put a record into the output file, without regard to the errors assigned to the record. In other words, this allows you to put an unedited record or a record that cannot pass the edits directly into the output file.

You will only have to enter the Starting Sequence and Ending Sequence numbers of the records that you would like to accept. The Start Position, Length and New Value boxes will be grayed out. See examples 1 and 2 below:

Example 1 (Single Record Accept): Accept record 00000118 as shown below.

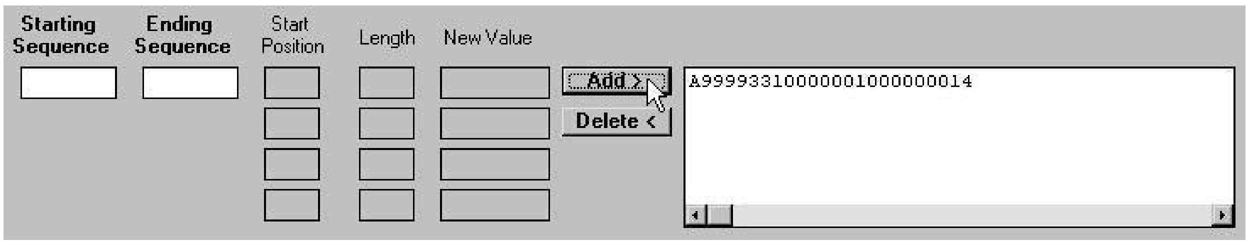


Example 2 (Global Record Accept): Accept records 00000010 to 00000014 as shown below.



When the Starting and Ending Sequence number boxes have been filled in, click the “Add” button. This will create a parameter record and add it to the box at the right.

The parameter that is added to the window will look something like this:



A99993310000001000000014

- The A in the 1st position indicates that this is an **A**ccept action.
- The 2nd to the 5th positions are the group number (in this case 9999).
- The 6th position is the month (in this case 3). For January through September, 1 through 9 is used. For October, 0 (zero) is used. For November, - is used. For December, & is used.
- The 7th position is the year. This represents the last digit of the year (in this case 3).
- The 8th position is the Type of Statistic – Premium is represented by a 1, Paid Loss is represented by a 2 and Outstanding Loss is represented by a 3.
- The 9th to the 16th positions are the starting sequence number (00000010).
- The 17th to the 24th positions are the ending sequence number (00000014).

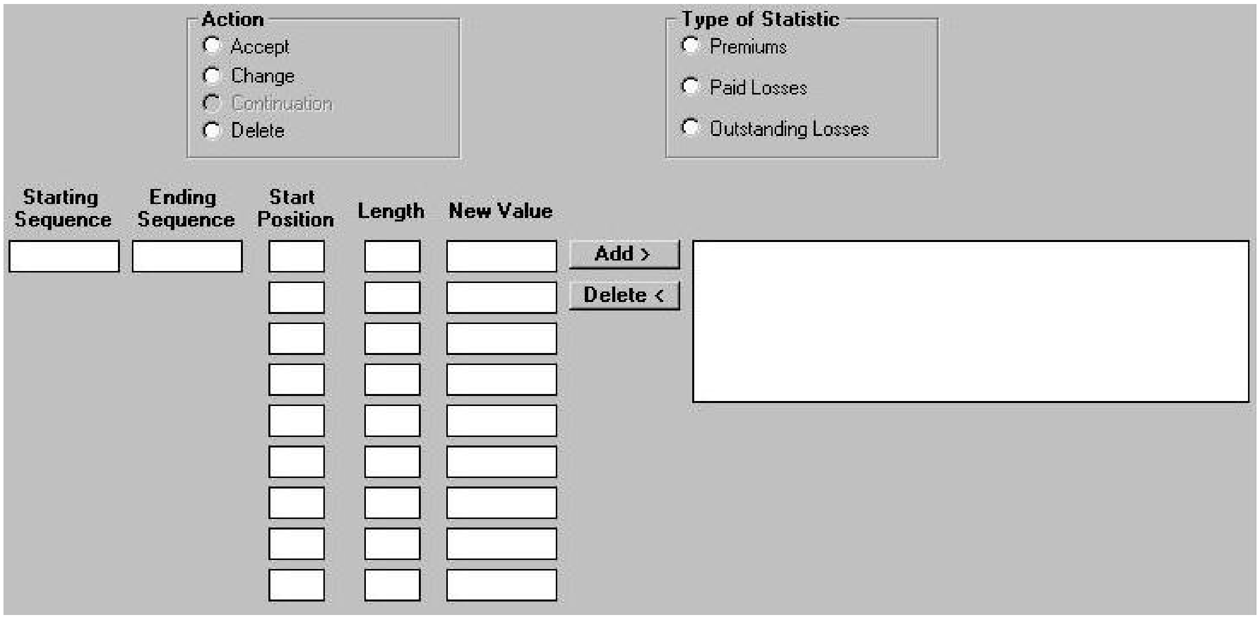
Please note that for PASP CEP, the parameters that are added to the window will not include the group number, month, year or type of statistic.

If an error was made when completing the information in the Starting and Ending Sequence boxes, and you would like to delete it, select it from the box at the right, then click the “Delete” button to remove it.

The Change Action

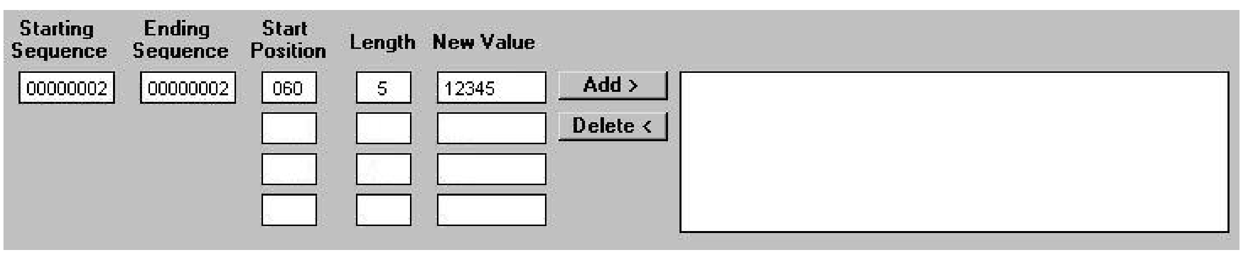
The Change action is the most commonly used action. It permits the correction of field(s) in error on any record or range of records as identified by the sequence numbers. For CSP/CSP-I, CSAP and PLSP(OTA), you may make up to four changes to a particular record or group of records. If more than four changes are necessary, then you can use the Continuation parameter record. For PASP, you may make up to nine changes to a particular record or group of records at one time. No additional record changes can be made and the Continuation parameter record does not apply.

A sample print of the PASP parameter section is shown below.

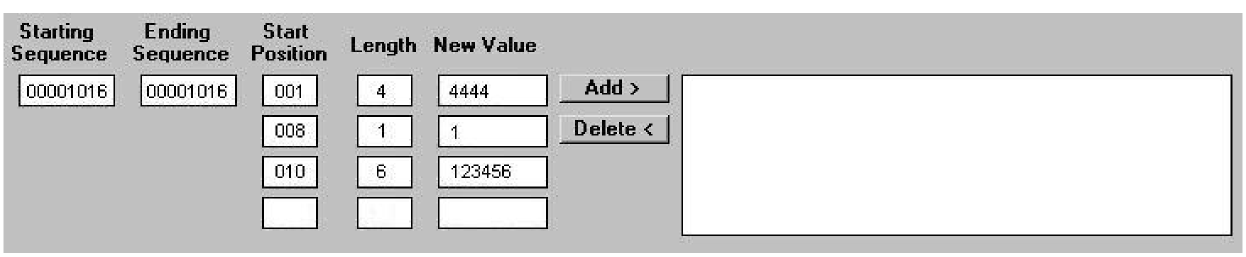


You will have to enter the Starting Sequence number, Ending Sequence number, Start Position, Length and New Value for the records that you would like to change. See examples 3 to 6 below:

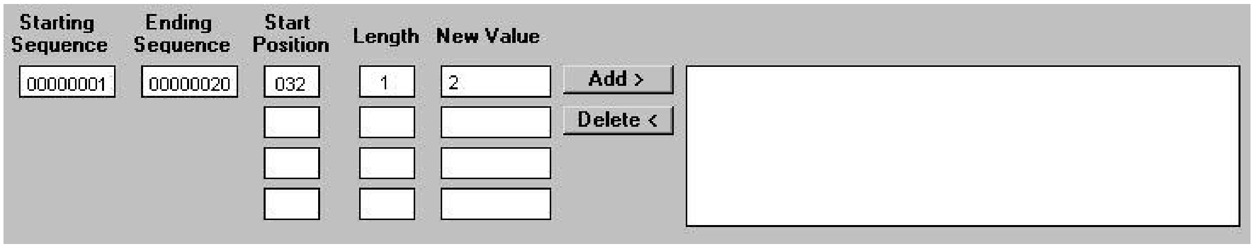
Example 3 (Single Record Change): If you have one record from the invalid file that has an error, you can enter the sequence number of the record (00000002) as the starting and ending sequence, specifying the Start Position (60), Length (5) and New Value (12345) as shown below. This will change what is currently in positions 60 to 64 of the invalid record with sequence number 2 from its original value to 12345.



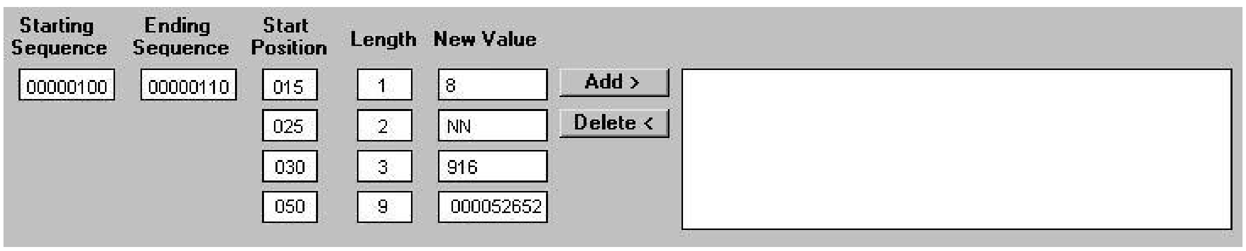
Example 4 (Single Record Change): If you have one record from the invalid file that has several errors, you can enter the sequence number of the record (00001016) as the starting and ending sequences, specifying the Start Positions (1, 8 and 10), Lengths (4, 1 and 6) and New Values (4444, 1 and 123456) as shown below.



Example 5 (Global Record Change): If you have twenty consecutive records from the invalid file (00000001 – 00000020) that have the same error and you would like to change the fields in error on those records to the same new value, you can enter the sequence number of the first record to the twentieth record, specifying the Start Position (32), Length (1) and New Value (2) as shown below.

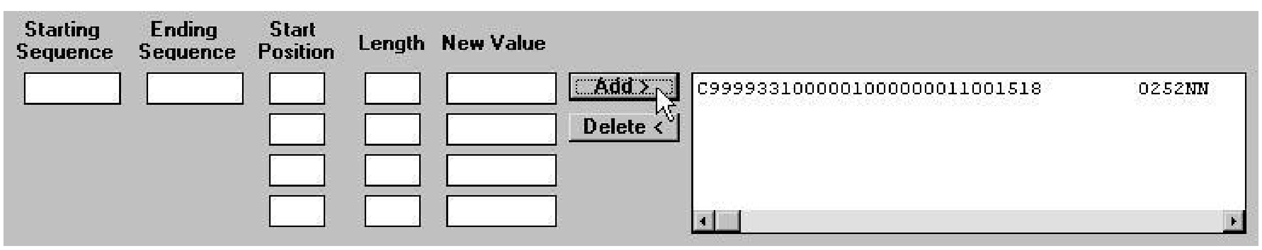


Example 6 (Global Record Change): If you have ten consecutive records from the invalid file (00000100 – 00000110) that have the same errors that you would like to change to the same values, you can enter the sequence number of the first record to the tenth record, specifying the Start Positions (15, 25, 30 and 50), Lengths (1, 2, 3 and 9) and New Values (8, NN, 916 and 000052652) as shown below.



When the Starting Sequence number, Ending Sequence number, Start Position, Length and New Value have been filled in, click the "Add" button. This will create a parameter record and add it to the box at the right.

The parameter that is added to the window will look something like this:



C99993310000010000000011001518 0252NN 0303916 0509000052652

- The C in the 1st position indicates that this is a **C**hange action.
- The 2nd to the 5th positions are the group number, in this case it is 9999.
- The 6th position is the month. For January through September, 1 through 9 is used. For October, 0 (zero) is used. For November, - is used. For December, & is used.
- The 7th position is the year. This is represented by the last digit of the year.
- The 8th position is the Type of Statistic – Premium is represented by a 1, Paid Loss is represented by a 2 and Outstanding Loss is represented by a 3.
- The 9th to the 16th positions are the starting sequence number.
- The 17th to the 24th positions are the ending sequence number.
- The 25th to the 27th positions are the first start position.
- The 28th position is the first length.
- The 29th to the 36th positions are the first new value.
- The next positions are filler followed by the start position length and new value of the second to fourth changes.

Please note that for PASP CEP, the parameters that are added to the window will not include the group number, month, year or type of statistic.

If an error was made when completing the information in any of the fields, and you would like to delete it, select it from the box at the right, then click the “Delete” button to remove it.

Multiple change records created for a single sequence number or for an overlapping range of sequence numbers will not be applied correctly.

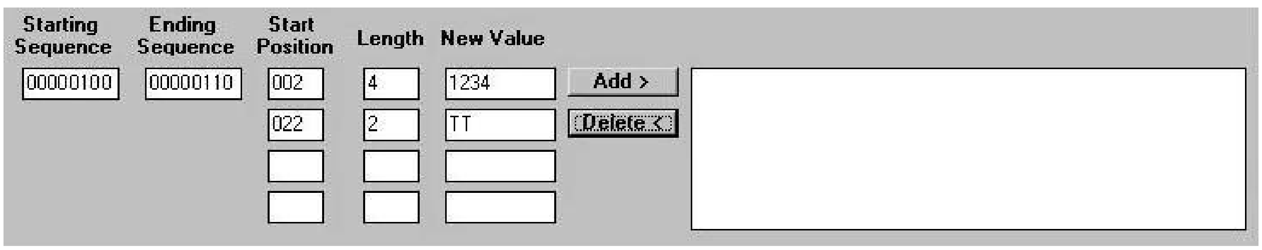
The Continuation Action

The Continuation action is similar to the Change action. While the Change action allows up to four changes for a single record or range of records, the Continuation action allows you to create four additional changes for that same single record or range of records.

The Continuation action does not apply to PASP and the option button will be grayed out.

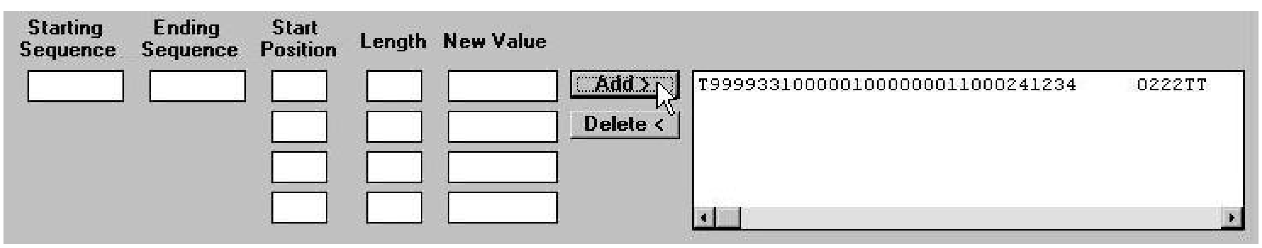
You will have to enter the Starting Sequence number, Ending Sequence number, Start Position, Length and New Value for the records that you would like to continue to change. Please refer to the change action instructions to complete the fields.

For example, if you have to make more than four changes to a single record or range of records, code the Change record for that single record or range of records using all four Change boxes and add to the box at the right. Then use the Continuation action to indicate the 5th and each additional change that is needed for the same single record or range of records as shown below.



When the Starting Sequence number, Ending Sequence number, Start Position, Length and New Value have been filled in, click the “Add” button. This will create a parameter record and add it to the box at the right.

The parameter that is added to the window will look something like this:



T9999331000001000000011000241234   0222TT

- The T in the 1st position indicates that this is a Continuation action.
- The 2nd to the 5th positions are the group number, in this case it is 9999.
- The 6th position is the month. For January through September, 1 through 9 is used. For October, 0 (zero) is used. For November, - is used. For December, & is used.
- The 7th position is the year. This is represented by the last digit of the year.
- The 8th position is the Type of Statistic – Premium is represented by a 1, Paid Loss is represented by a 2 and Outstanding Loss is represented by a 3.
- The 9th to the 16th positions are the starting sequence number.
- The 17th to the 24th positions are the ending sequence number.
- The 25th to the 27th positions are the first start position.
- The 28th position is the first length.
- The 29th to the 36th positions are the first new value.

- The next positions would be filler followed by the start position length and new value of the second to fourth changes.

If an error was made when completing the information in any of the fields, and you would like to delete it, select it from the box at the right, then click the “Delete” button to remove it.

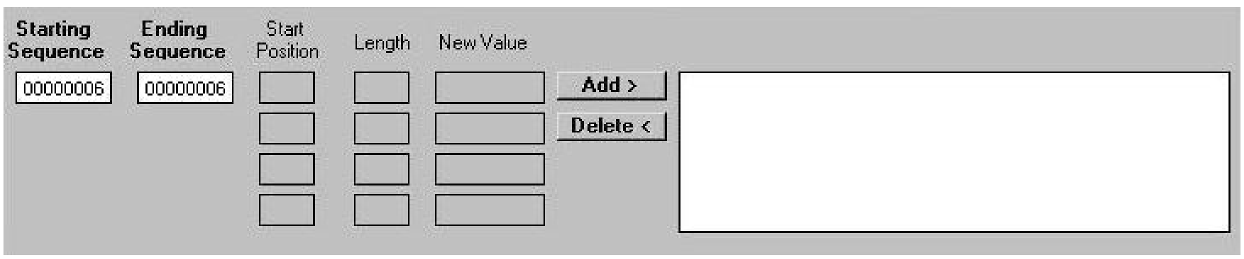
You cannot create two continuation records for one change record.

The Delete Action

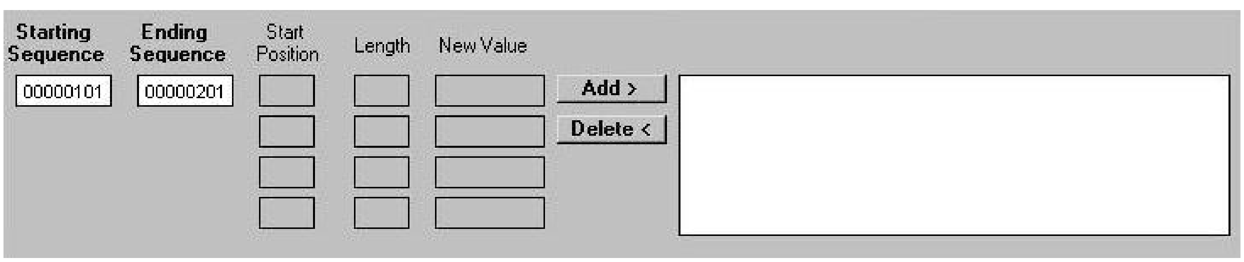
The Delete action allows for the deletion of records from a file that are in error. The Delete action should be used with discretion so as to avoid inadvertently deleting records required to be reported to ISO -- all applicable recorded statistics should be reported for a given accounting period.

You will only have to enter the Starting Sequence and Ending Sequence numbers of the records that you would like to delete. The Start Position, Length and New Value boxes will be grayed out. See examples 7 and 8 below:

Example 7 (Single Record Delete): Delete record 00000006 as shown below.

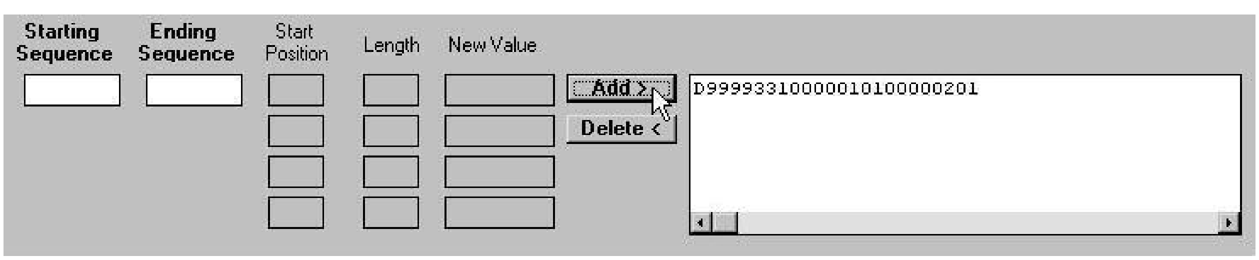


Example 8 (Global Record Delete): Delete records 00000101 to 00000201 as shown below.



When the Starting and Ending Sequence number boxes have been filled in, click the “Add” button. This will create a parameter record and add it to the box at the right.

The parameter that is added to the window will look something like this:



D99993310000010100000201

- The D in the 1st position indicates that this is a **D**elete action.
- The 2nd to the 5th positions are the group number, in this case it is 9999.
- The 6th position is the month. For January through September, 1 through 9 is used. For October, 0 (zero) is used. For November, - is used. For December, & is used.
- The 7th position is the year. This is represented by the last digit of the year.

- The 8th position is the Type of Statistic – Premium is represented by a 1, Paid Loss is represented by a 2 and Outstanding Loss is represented by a 3.
- The 9th to the 16th positions are the starting sequence number.
- The 17th to the 24th positions are the ending sequence number.

Please note that for PASP CEP, the parameters that are added to the window will not include the group number, month, year or type of statistic.

If an error was made when completing the information in the Starting and Ending Sequence boxes, and you would like to delete it, select it from the box at the right, then click the “Delete” button to remove it.

Error Correction Output Files

In the Output Files section (in the lower right of the Run Error Correction Job screen), you must designate the output files that will hold the corrected and invalid results of the error correction run.

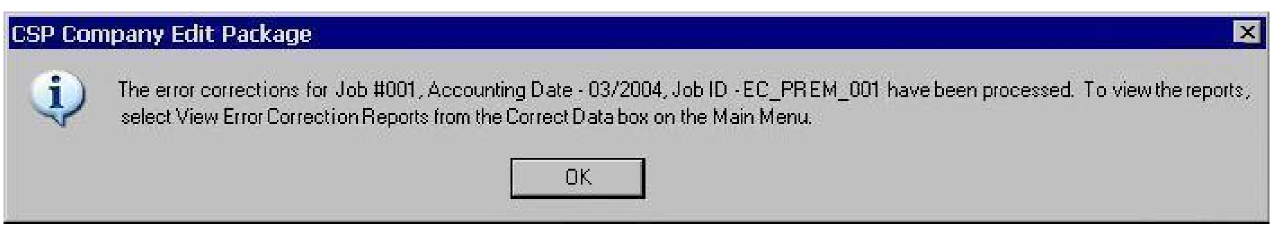
The **Corrected File** will contain all of the records that you attempted to correct, either by changing (continuing) or deleting. In other words, it is the result of the parameter records applied to the (Input) Invalid File records that you specified. The records in the corrected file are in statistical plan format.

For the CSAP and PLSP(OTA) CEPs, an Accepted File will be generated, in addition to the Corrected File. The **Accepted File** will contain all of the records in which the accept action was applied. The records in the accepted file are in statistical plan format. For CSP/CSP-I and PASP, the accepted records will be in the Corrected File.

The **Invalid File** contains records from the (Input) Invalid File which you did not correct or for which no matches were found against the parameter records. Parameter records may not match records in the input invalid file if you use incorrect sequence numbers. The records in the (Output) Invalid File are in statistical plan format.

The path of the output files can be typed into these boxes or you may use the “Browse” button to locate the directory or folder where the files are to be saved. **<u>You cannot save output files to your floppy drive or CD-ROM drive -- only to the hard drive or network drives.</u>**

When you have completed all the information on the Run Error Correction Job screen, you can then run the job by clicking the “Submit” button at the lower right of the screen. When the file has run through to completion, the following message will be displayed:



The **Cancel** button on the Run Error Correction Job screen will return you to the Main Menu at anytime prior to selecting “Submit”. However, if you have already submitted a job, selecting the Cancel button will not stop that job from running.

The reports generated for the error correction jobs can be viewed by accessing the View Error Correction Reports selection from the Correct Data Box on the Main Menu. The Corrected, Accepted and Invalid output files will be written to the locations you specified in the Run Error Correction Job screen.

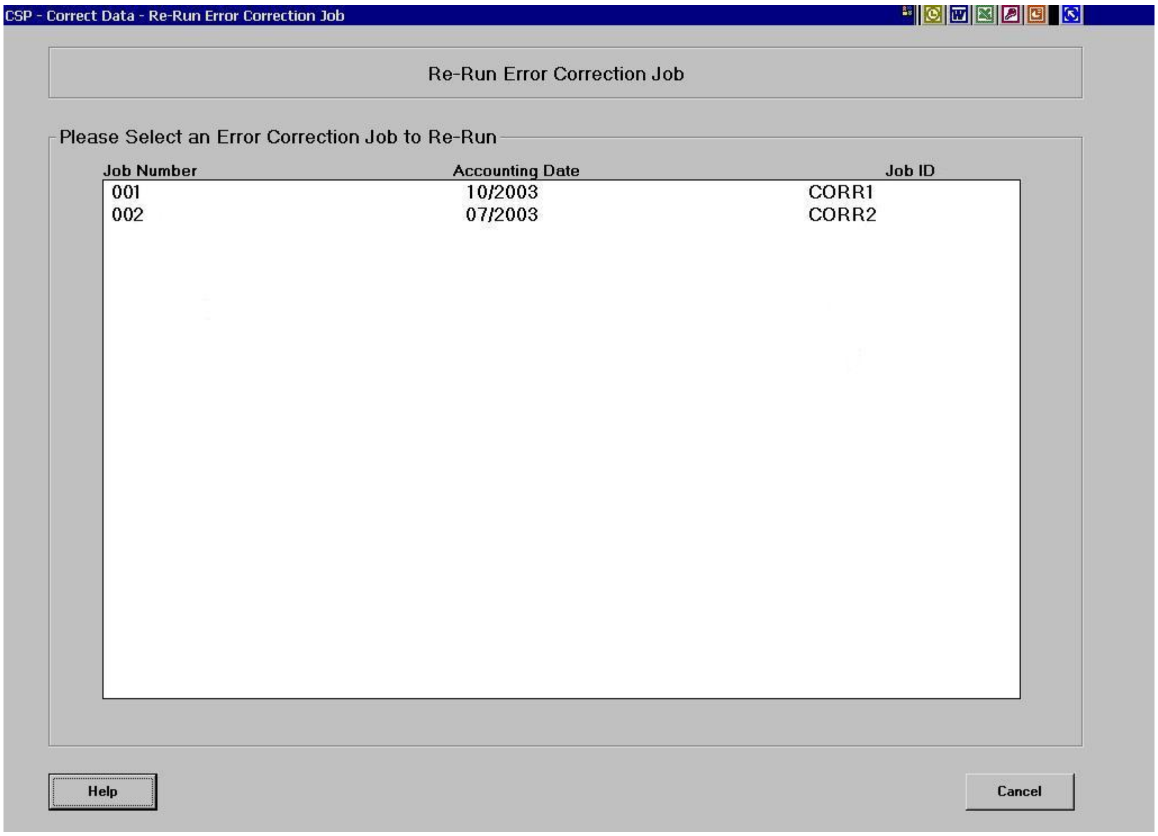
A reminder: Running an error correction job simply modifies the statistical records that you specified. It does not indicate whether the modifications made are valid. To check the validity of the corrections applied to the records, you should run the Corrected File through the edits by selecting Run Edit Job (or Re-Run Edit Job) from the Edit Data box on the Main Menu.

Re-Run Error Correction Job

The Re-Run Error Correction Job option allows you to re-process jobs that were previously run through the error correction programs. You may want to re-run an error correction job if incorrect information was specified on the original error correction job run or if the output files or error correction reports from the original error correction run were deleted. Using the Re-Run Error Correction Job option (instead of the Run Error Correction Job option) will save you a little work in specifying job parameters.

When you select the Re-Run Error Correction Job option from the Correct Data box on the Main Menu, a window will be displayed listing the jobs that are available for re-processing.

A sample print is shown below.



The jobs are listed according to the Job Number, Accounting Date (mm/yyyy) and Job ID and are ordered by the Job Number. Select (by single clicking) the desired job from the window, and the information regarding that job as originally specified will be populated to a Re-Run Error Correction Job screen (which is the same as the Run Error Correction Job screen).

You will be able to change all of the fields on the Re-Run Error Correction Job screen except for the Job Number. The Job Number cannot be changed because this is what uniquely identifies a particular job in the program's database. It is important that each job have a unique identifier so that the information associated with each job can be easily recalled and is not confused with information from another job. Any information entered on the re-run screen will replace the information that was originally entered for that job. You will not be able to go back to what was entered prior to re-running, unless you cancel before submitting.

For example: If on the original error correction run you entered 03 as the month for Job Number 001, then changed the month to 06 on the re-run and submitted the job, the 03 will be replaced by the 06 as the month for Job Number 001. If, however, you changed the month to 06 and then cancelled before submitting, the information will still reflect what was originally entered for that job (03).

The Error Correction reports will also reflect any new information that was specified when re-running a job.

Please refer to the Run Error Correction Job section of this guide for instructions on completing the information on the Re-Run Error Correction Job screen.

When you have completed all the information on the Re-Run Error Correction Job screen, you can then run the job by clicking the "Submit" button at the lower right of the screen. When the file has run through to completion, a message, similar to the one after running an error correction job, will be displayed.

The **Cancel** button on the Re-Run Error Correction Job screen will return you to the Main Menu at anytime prior to selecting "Submit". However, if you have already submitted a job, selecting the Cancel button will not stop that job from running.

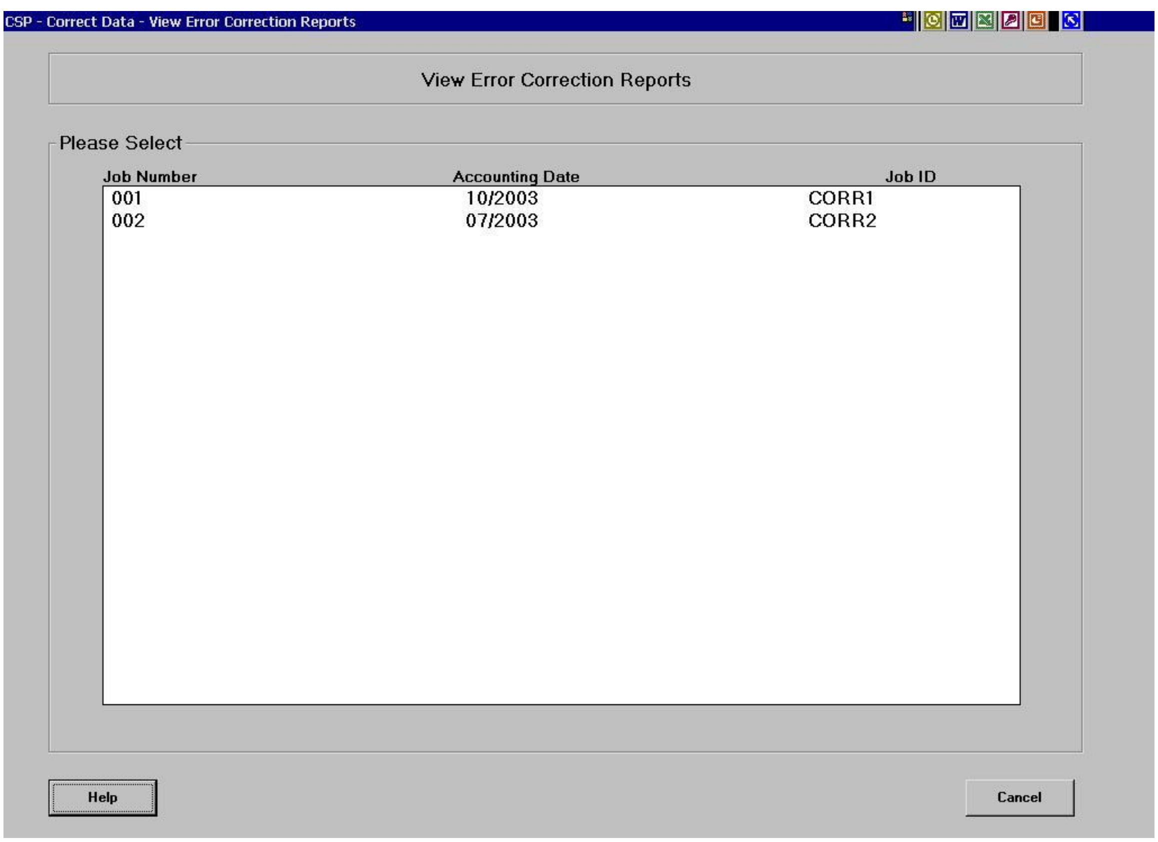
The reports generated for the Re-Run Error Correction Jobs can be viewed by accessing the View Error Correction Reports selection from the Correct Data box on the Main Menu. The Corrected, Accepted and Invalid output files will be written to the location you specified in the Re-Run Error Correction Job screen.

A reminder: Re-running an error correction job simply modifies the statistical records that you specified. It does not indicate whether the modifications made are valid. To check the validity of the corrections applied to the records, you should run the Corrected File through the edits by selecting Run Edit Job (or Re-Run Edit Job) from the Edit Data box on the Main Menu.

View Error Correction Reports

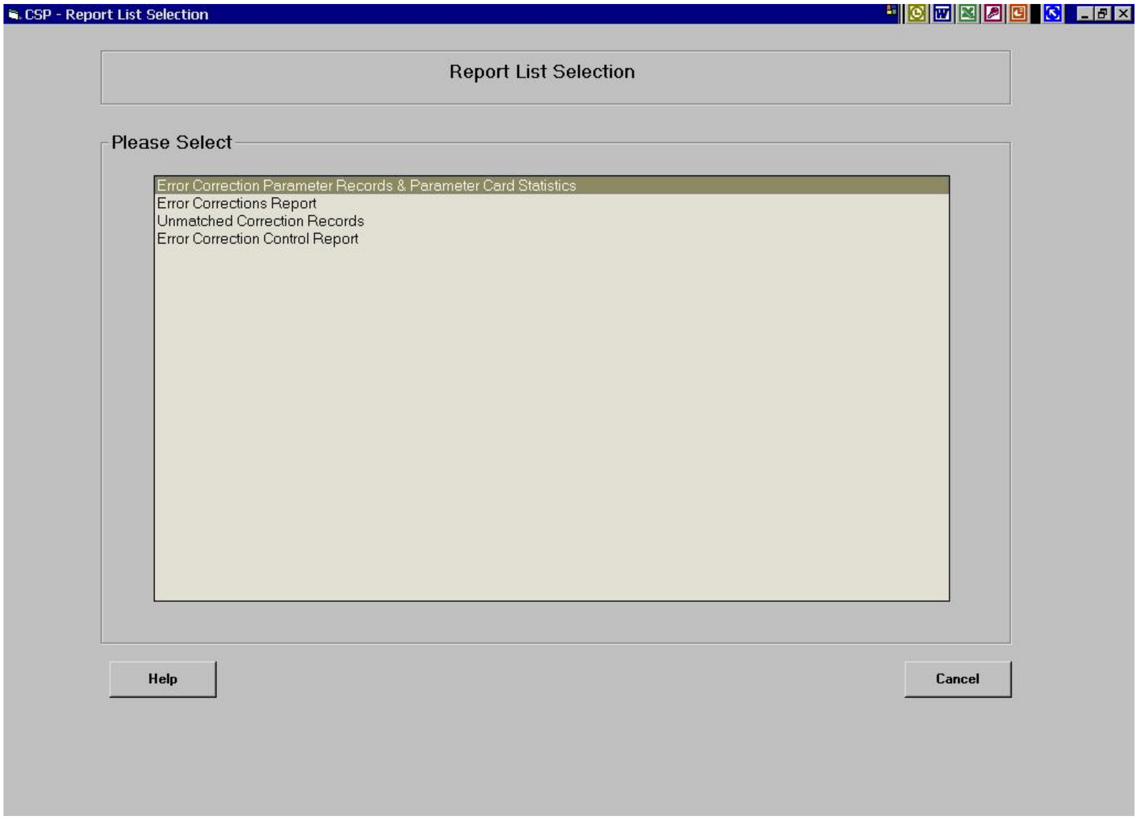
The Error Correction reports summarize the correction information that was entered and also indicate if there were any problems matching a corrective parameter record to a transaction record in the invalid file.

After an error correction job has been run (or re-run), the error correction reports can be viewed by accessing the View Error Correction Reports selection from the Correct Data box on the Main Menu. Upon selecting this option, you will be presented with a window that lists the jobs that have reports available for viewing. These jobs are listed according to the Job Number, Accounting Date (mm/yyyy) and Job ID and are ordered by the Job Number. A sample print of the View Error Correction Reports screen is shown below.



To view the Error Correction Report for a specific job, select the job (by single clicking) from the window. A window will then display a list of the Error Correction Reports created.

A sample print of the report list is shown below.



Select (by double clicking) the desired report from the window. The report will automatically be opened with MS® Word. Standard MS® Word functionality will apply for navigation and printing. If any of the headings on the error correction reports are not aligned, be sure that the font is set to Courier New, 8 point. If it is not, select all and change the font to Courier New, 8 point. If MS® Word is not installed on your computer, the error correction reports will open in MS® Wordpad or MS® Notepad.

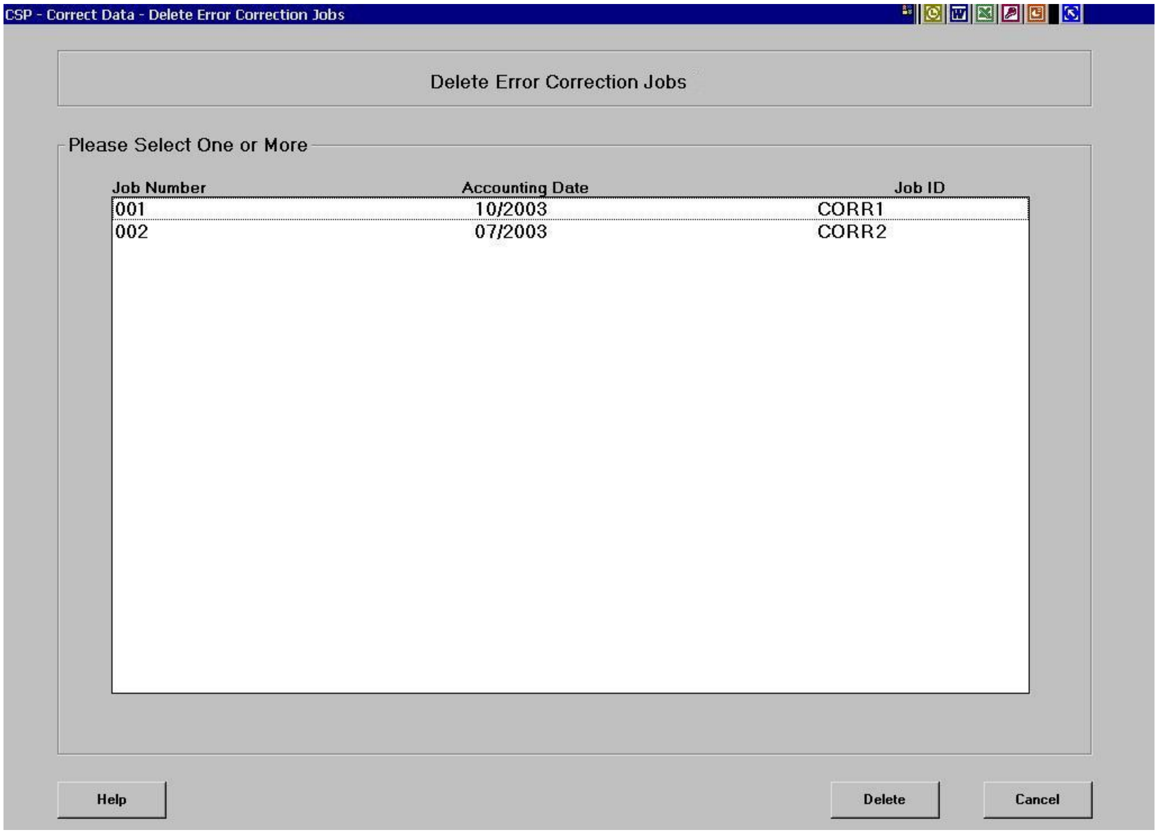
Reference Appendix B for a list of the Error Correction reports that are available for each statistical plan.

Delete Error Correction Jobs

You may want to delete error correction jobs if they are incorrect or outdated. Deleting a job will remove all of the information associated with that job from the application's database and the job will no longer be available for re-running or viewing reports. It will not, however, delete the output files (Corrected, Accepted and Invalid data files) that were created.

To delete error correction jobs, select Delete Error Correction Jobs from the Correct Data box on the Main Menu. Upon selecting this option, a window listing the jobs that are available for deletion will be displayed. The jobs are listed according to the Job Number, Accounting Date (mm/yyyy) and Job ID and are ordered by the Job Number.

A sample print of the Delete Error Correction Jobs screen is shown below.



To delete a specific job, select it (by single clicking) from the window and click "Delete" at the lower right of the screen. A warning message will appear confirming whether or not you want to delete the one that was chosen.

To delete more than one job at a time, select the first one that you would like to delete, then hold down the Control key while selecting the second, third, etc. and click "Delete".

If you would like to delete a block of jobs, select the first job, hold down the Shift key, then select the last job in the block and click "Delete".

A warning message will appear for each job that was selected, confirming whether or not you would like to delete the jobs. Clicking "No" in any of the confirmation messages will cancel the delete request and return you to the Delete Error Correction Jobs window. Clicking "Yes" will delete the job(s) and they will be removed from the list.

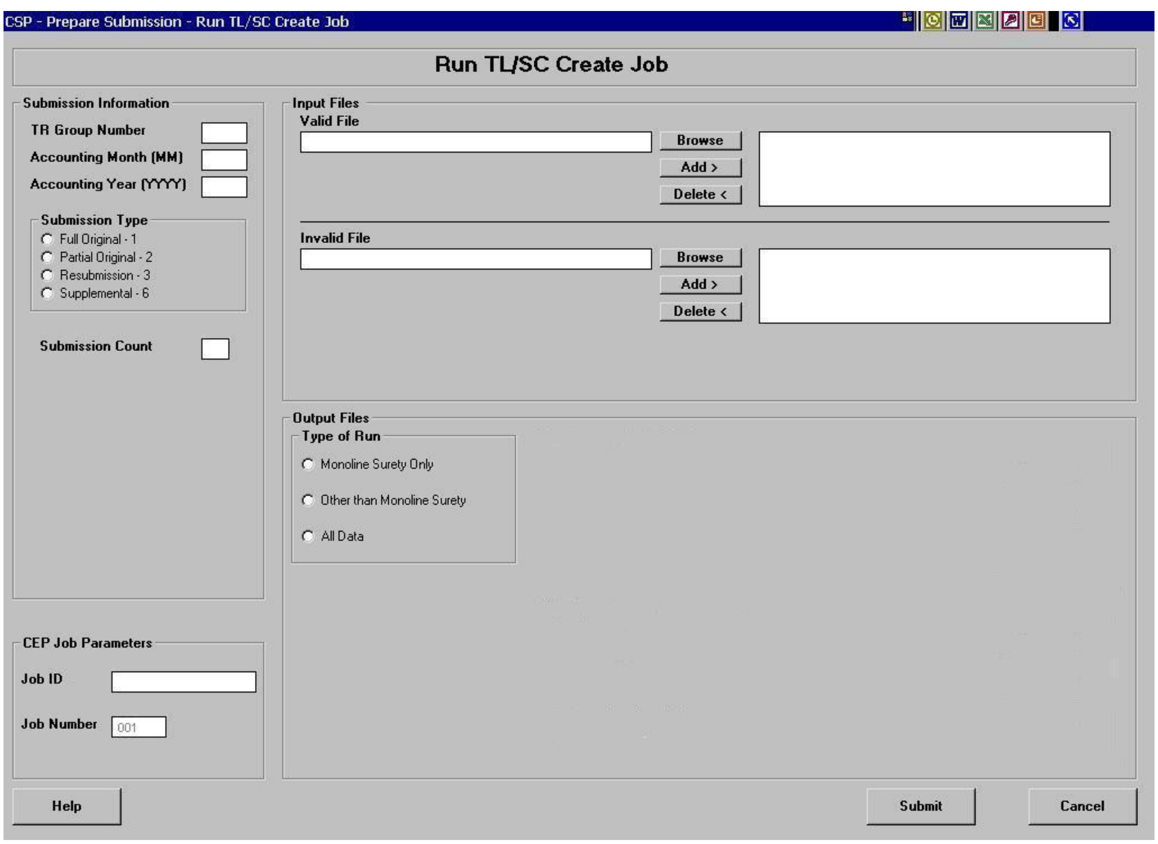
How to Prepare Submissions

Run TL/SC Create Job

The Run TL/SC Create Job feature assists you in preparing your data for submission to ISO. It merges all the individual input files you specify together by type of statistic and creates the **Transmittal Letter (TL)** and **Submission Control (SC)** records that are required for submission. The Transmittal Letter (TL) is a record which identifies the statistical data submission for a group reporting to ISO. The Submission Control (SC) records indicate the dollar amounts and record counts contained in each module of the submission.

The TL/SC Create Job function of the CSP/CSP+/CSP-I, CSAP and PLSP(OTA) CEPs can process multiple types of statistics in a single job, creating multiple submission files that are each type of statistic specific. The TL/SC Create Job function of the PASP CEP, however, requires users to run TL/SC Create jobs separately for each type of statistic.

A sample print of the Run TL/SC Create Job screen is shown below.



The TL record must be the first record in the submission. It will precede the SC record(s) and the transaction records. Examples of TL records are:

TL99990103031101
TL99990103031202X
TL99990103031301 101
TL99990103031601

A description of the TL record layout can be found in Appendix D.

The SC records must appear after the TL record. They may precede or follow the transaction records. The TL/SC function of the CEP will put the Submission Control records at the end of the file. Examples of SC records are:

SC0199993311010000001000000000011
SC0299993322030000001250000000008

A description of the SC record layout can be found in Appendix D.

The files that are used in the TL/SC Create Job are the output files from your edit runs. Also, please be sure that the files you specify contain records. You will get empty output files if the Valid or Invalid files contain no data.

It is recommended that you check that your data is within the tolerances allowed by ISO one final time before actually submitting. One way to check whether the submission is under tolerance is to create the TL/SC records, then run the output file(s) through the Run Edit Job program. You should then check the Module and State Summary Report to verify that the submission is under tolerance.

```
1REPORT NO.  CPN95250C                    * * * C S P  C O M P A N Y  E D I T  P A C K A G E * * *              PAGE NO. 1
 VERSION NO.  034                                                                                                RUN-ID
                                                        CSP SUBMISSION ANALYSIS REPORT
                                                             MODULE SUMMARY PAGE


TYPE OF STATISTICS-PAID LOSSES                                BUSINESSOWNERS
 REPORTED DETAIL DOLLAR AMOUNT             2,000                           REPORTED DETAIL RECORD COUNT          20
 ERROR DOLLAR AMOUNT                           0                           ERROR RECORD COUNT                     0


DOLLAR AMOUNT ERROR RATIO                 0.00                            RECORD COUNT ERROR RATIO           0.00

                                       PART A                             PART B                             PART C
 ERROR DOLLAR AMOUNT                         0                                  0                                  0
 ERROR RECORD COUNT                          0                                  0                                  0



 MODULE PROCESSING STATUS-ACCEPTED WITHIN TOLERANCE.
```

Tells you the status of the module.

All of the information on the Run TL/SC Create Job screen must be completed. If any of the boxes or option buttons are left blank or filled in with invalid information, an error message for each invalid entry will be displayed upon submitting.

TL/SC Submission Information

The Submission Information section (in the upper left of the Run TL/SC Create Job screen) consists of the TR Group Number, Accounting Month, Accounting Year, Submission Type and Submission Count.

The **TR Group Number** is the four digit statistical reporting number under which you report your data to ISO. The TR Group Number must be selected from the drop-down menu.

The **Accounting Month** refers to the month the transactions were entered on the company books (not to the month of the TL/SC run). The Accounting Month must be a two digit number between 01 and 12, e.g. 01 = January, 02 = February, ... 12 = December. The Accounting Month must be typed in.

For groups that report on a monthly basis, the accounting month is the month in which transactions were entered on the company books (01 to 12).

For groups that report on a quarterly basis, the accounting month is the last month of the quarter (03, 06, 09 or 12).

For groups that report on an annual basis, the accounting month is December (12).

The **Accounting Year** refers to the year the transactions were entered on the company books (not to the year of the TL/SC run). The Accounting Year must be a four digit number, e.g. 2007, 2008, etc. The Accounting Year must be typed in.

The **Submission Type** denotes whether the submission that is being prepared is a Full Original, Partial Original, Resubmission or Supplemental. You cannot use the CEP to create an Error Correction submission to ISO (i.e. a submission which does not contain statistical plan records but instead contains parameter records.)

The **Submission Count** is the number of the submission.

If the submission is a **Full Original**, it indicates the reporting of all transactions entered on the company books for the type of statistic and the accounting period indicated. A Full Original submission must have a Submission Count of 01. The program will default to a Submission Count of 01.

If the submission is a **Partial Original**, it indicates the reporting of part of the transactions entered on the company books for the type of statistic and the accounting period indicated. The Submission Count must also be specified. It must be a two digit number from 01 to 99. Please Note: It is recommended and preferred that Full Original submissions be reported whenever possible. The reporting of partial submissions increases handling and processing expenses to your organization.

The **Final Partial Indicator** is an indication that the partial original being prepared for submission is the final partial. (i.e. completes the reporting for the group, the type of statistic and accounting period indicated). The Final Partial Indicator can only be used if the submission count of the Partial Original is 02 or greater.

If the submission is a **Resubmission**, it indicates the reporting of experience previously rejected by ISO or the replacement of previously submitted data in which the company has detected errors. The Submission Count must also be specified. When the Resubmission option is selected, a separate box labeled Submission Type - Corrected will appear where you must specify whether the resubmission is for a Full Original, a Partial Original or a Supplemental submission. The Submission Count - Corrected must also be specified. It must be a two digit number from 01 to 99 corresponding to the submission type – corrected.

If the submission is a **Supplemental**, it indicates the reporting of additional experience not contained in the original submission(s) for the type of statistic and the accounting period because the original submission(s) was (were) incomplete, the group is correcting detail record errors, or is a Texas CSP+ submission. The Submission Count must also be specified. It must be a two digit number from 01 to 99. For Texas reporting (CSP+), the type of submission must be a Supplemental with a Submission Count of 42 or greater.

TL/SC CEP Job Parameters

The CEP Job Parameters section (in the lower left of the Run TL/SC Create Job screen) consists of the Job ID and Job Number.

The **Job ID** is specified by the user and helps to uniquely identify the job. You may find it helpful to specify a Job ID that you can easily associate with a particular TL/SC job. The Job ID can be any name you choose up to 16 characters. For example: TLSC_PREM_001.

The **Job Number** is what uniquely identifies each TL/SC job to the program. The information for the jobs you run is stored in a database. The database requires that each job have a unique identifier that will maintain the individuality of each job. The program automatically assigns a Job Number which you will not be able to change. You may also find the Job Number helpful for remembering what was run in a particular job.

TL/SC Input Files

The Input Files section (in the upper right of the Run TL/SC Create Job screen) consists of the Valid Files and Invalid Files that you would like to include in your submission.

The **Valid Files** are the files that contain records that have been validated by the edits.

The **Invalid Files** are the files that contain records that you have chosen not to correct.

The path of the files can be typed into these boxes or you may use the "Browse" button to locate the file on your hard drive or network drives. **You cannot add files that are saved on a floppy disk or CD, only those saved on the hard drive or network drives.**

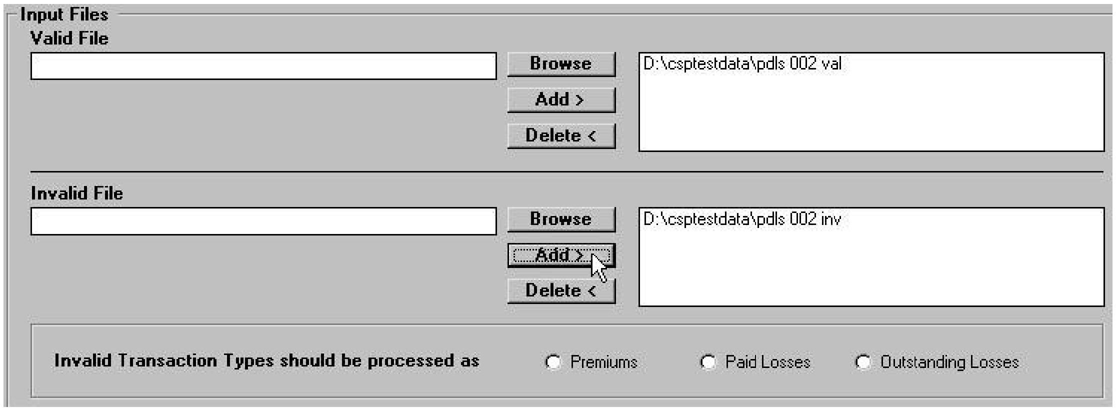
When the correct files have been identified, click the "Add" button. This will place the files into the box at the right and will be included in the submission.

You can add as many Valid and Invalid files as are necessary. It is important, however, that the dollar amount and number of records that you started with have been accounted for at this point in the process.

To remove a Valid or Invalid file that has been added incorrectly, select the file in the box at the right, then click the "Delete" button to remove it.

For CSP/CSP+/CSP-I, CSAP and PLSP(OTA), the input files can contain all types of statistics. The program will group the records into separate output files for each type of statistic.

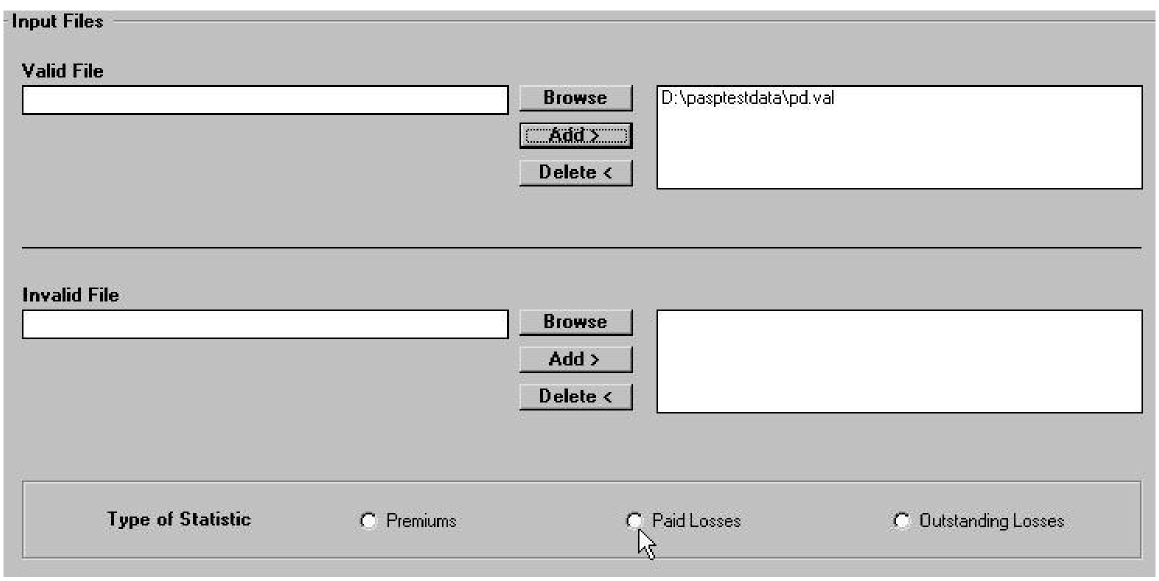
For these statistical plans, there may be instances in which you may not have any Invalid Files to include in the submission. However, if you are including invalid files in the submission, a sentence will appear below the invalid files boxes that states: "Invalid transaction types should be processed as ¤ Premiums ¤ Paid Losses ¤ Outstanding Losses". The purpose of this prompt is to tell the program how to process transaction records in the invalid files that may have an invalid transaction type. Only one selection can be made and it will apply to all invalid files added.



For example: If you have a transaction type on records in two of the invalid files that you have selected to be included in the submission that have values other than those valid for premium, paid loss or outstanding loss (see the Statistical Plans for valid transaction types), such as a "#", and you don't want to correct these values because the submission as it stands is under tolerance, you can select premium, paid loss or outstanding loss from the choices provided. (If you select premium, the program will process the "#" and any other invalid transaction type records as a premium record for all of the invalid transaction types contained in your invalid files.) This function ensures that all of the transaction records in the invalid file get routed to a premium, paid loss or outstanding loss output file.

For PASP, the input files for a single TL/SC Create Job can contain only one type of statistic. Only one output file will be generated. Any invalid transaction type records will be included in this single output file.

For PASP, unlike the other CEPs, a type of statistic parameter will have to be specified in all cases, regardless of whether invalid files are being included in the submission. The type of statistic specified on the PASP TL/SC Create screen tells the program what type of statistic to use for the TL and SC records in the single output file.

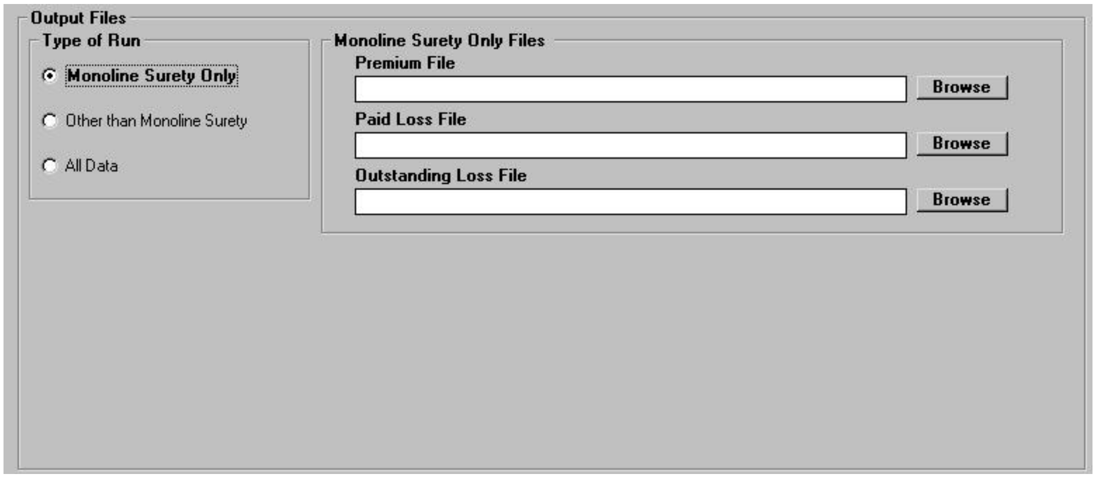


TL/SC Output Files

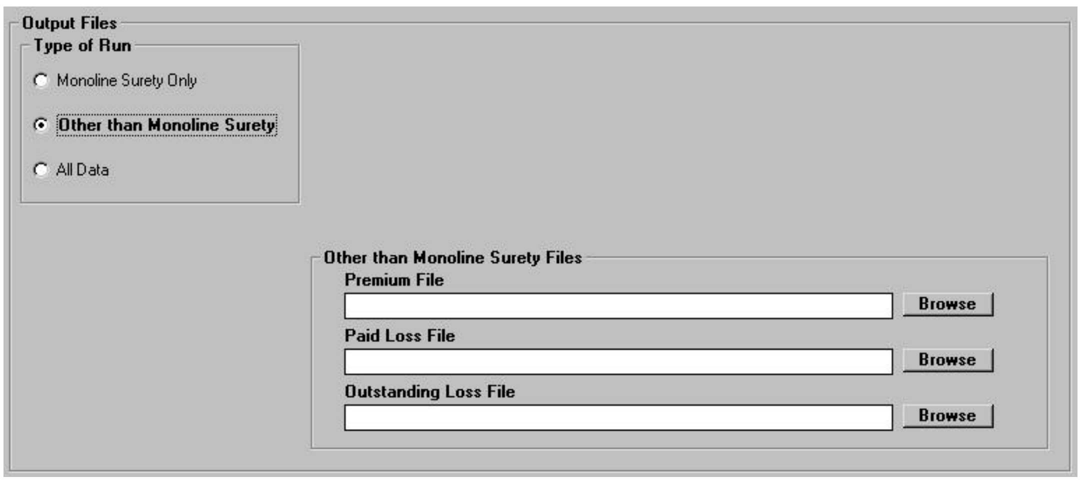
In the Output Files section (in the lower right of the Run TL/SC Create Job screen), you must designate output file names for the premium, paid loss and outstanding loss files that will be sent to ISO.

For CSP and CSAP, you must choose the Type of Run. The three options are Monoline Surety Only, Other than Monoline Surety and All Data.

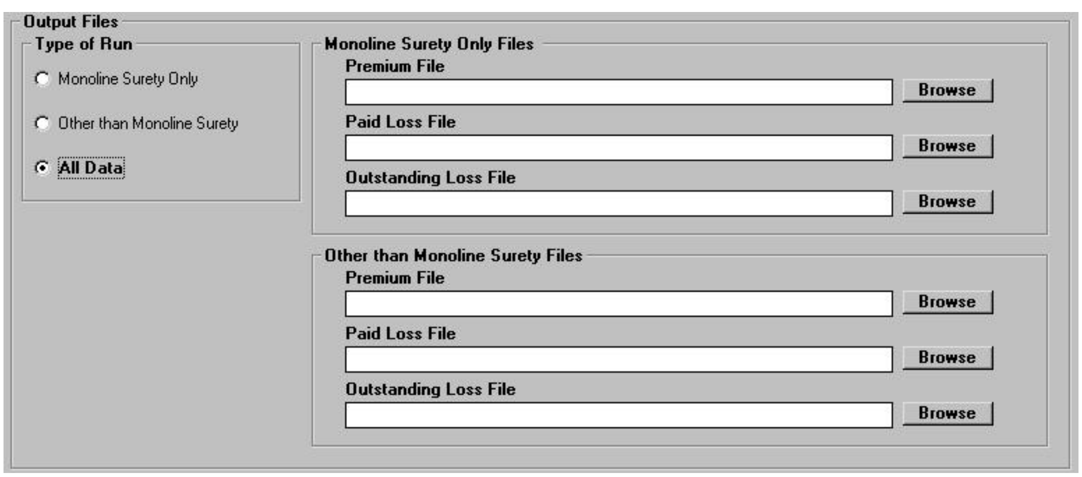
If the input files contain **Monoline Surety Only** data, click the radio button for that type of run and specify a Premium, Paid Loss and Outstanding Loss file in the section labeled “Monoline Surety Only Files”.



If the input files contain **Other than Monoline Surety** data, click the radio button for that type of run and specify a Premium, Paid Loss and Outstanding Loss file in the section labeled “Other than Monoline Surety Files”.



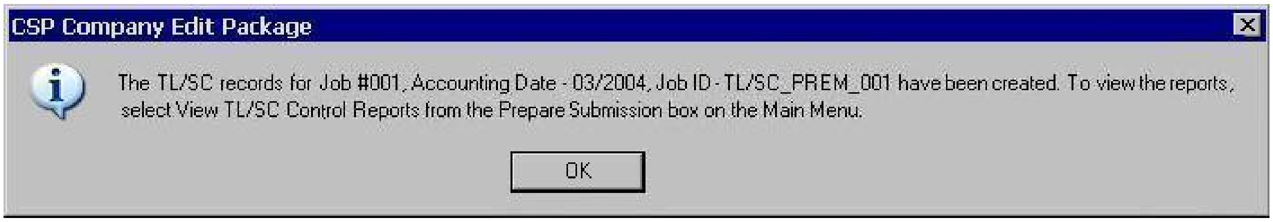
If the input files contain **All Data**, click the radio button for that type of run and specify a Premium, Paid Loss and Outstanding Loss file in both the “Monoline Surety Only Files” and “Other than Monoline Surety Files” sections.



The path of the files can be typed into the boxes or you may use the “Browse” button to locate the directory or folder where the files are to be saved. **<u>You cannot save output files to your floppy drive or CD-ROM drive -- only to the hard drive or network drives.</u>**

For PLSP(OTA) and PASP you will not have to select a Type of Run. There will be three output files generated for PLSP(OTA), one for premium, one for paid loss and one for outstanding loss. Only one output file at a time will be generated for PASP. Each type of statistic will have to be processed separately.

When you have completed all the information on the Run TL/SC Job Create screen, you can then run the job by clicking the “Submit” button at the lower right of the screen. When the file has run through to completion, the following message will be displayed:



The **Cancel** button on the Run TL/SC Create Job screen will return you to the Main Menu at anytime prior to selecting “Submit”. However, if you have already submitted a job, selecting the Cancel button will not stop that job from running.

The reports generated for the TL/SC jobs can be viewed by accessing the View TL/SC Control Reports selection from the Prepare Submission box on the Main Menu. The output files will be written to the location you specified in the Run TL/SC Create Job screen.

Be sure to keep track of all of the output files generated. It is important that the dollar amounts and number of records you started with are accounted for at the end of the process.

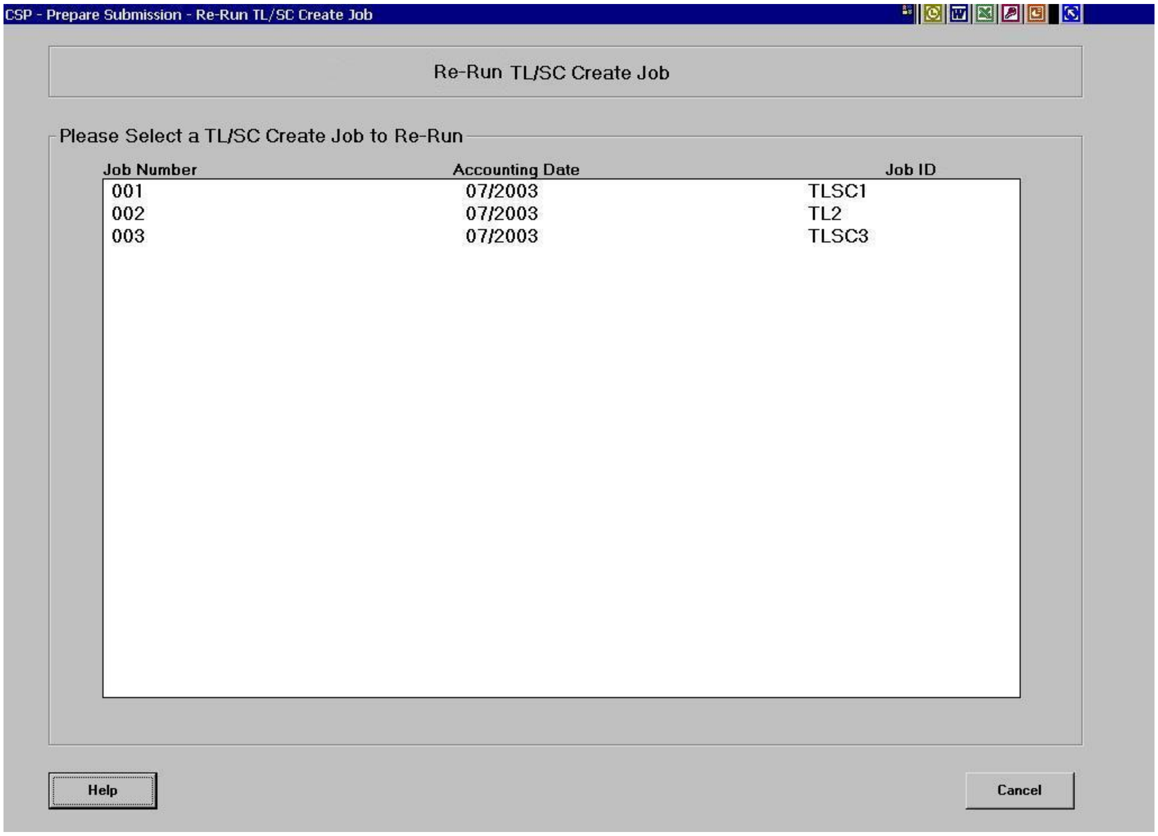
Once your TL/SC records have been created and you are satisfied with your data, you can now submit it to ISO. Acceptable modes of submission to ISO are on diskette, cartridge, CD or through ISOeSubm ^{SM}. For more information regarding ISOeSubm ^{SM}, please contact customer service. The users are responsible for downloading their submission files to the mode of their choice. There are specific labeling requirements based upon report media. Please refer to the Call for Statistics Circulars for each statistical plan for more detailed information regarding the external label.

Re-Run TL/SC Create Job

The Re-Run TL/SC Create Job option allows you to re-process jobs that were previously run through the TL/SC Create programs. You may want to re-run a TL/SC job if incorrect information was specified on the original TL/SC Create job run or if the output files or TL/SC reports from the original TL/SC Create job run were deleted. Using the Re-Run TL/SC Create Job option (instead of the Run TL/SC Create Job option) will save you a little work in specifying job parameters.

When you select the Re-Run TL/SC Create Job option from the Prepare Data box on the Main Menu, a window will be displayed listing the jobs that are available for re-processing.

A sample print is shown below.



The jobs are listed according to the Job Number, Accounting Date (mm/yyyy) and Job ID and are ordered by the Job Number. Select (by single clicking) the desired job from the window, and the information regarding that job as originally specified will be populated to a Re-Run TL/SC Create Job screen (which is the same as the Run TL/SC Create Job screen).

You will be able to change all of the fields on the screen except for the Job Number. The Job Number cannot be changed because this is what uniquely identifies a particular job in the program's database. It is important that each job have a unique identifier so that the information associated with each job can be easily recalled and is not confused with information from another job. Any information entered on the re-run screen will replace the information that was originally entered for that job. You will not be able to go back to what was entered prior to re-running, unless you cancel before submitting.

For example: If on the original TL/SC run you checked a partial original submission for Job Number 001, then changed the submission type to a full original on the re-run and submitted the job, the partial original will be replaced by full original as the submission type for Job Number 001. If, however, you changed the submission to full original and then cancelled before submitting, the information will still reflect what was originally entered for that job (partial original).

The TL/SC reports will also reflect any new information that was specified when re-running a job.

Please refer to the Run TL/SC Create Job section of this guide for instructions on completing the information on the Re-Run TL/SC Create Job screen.

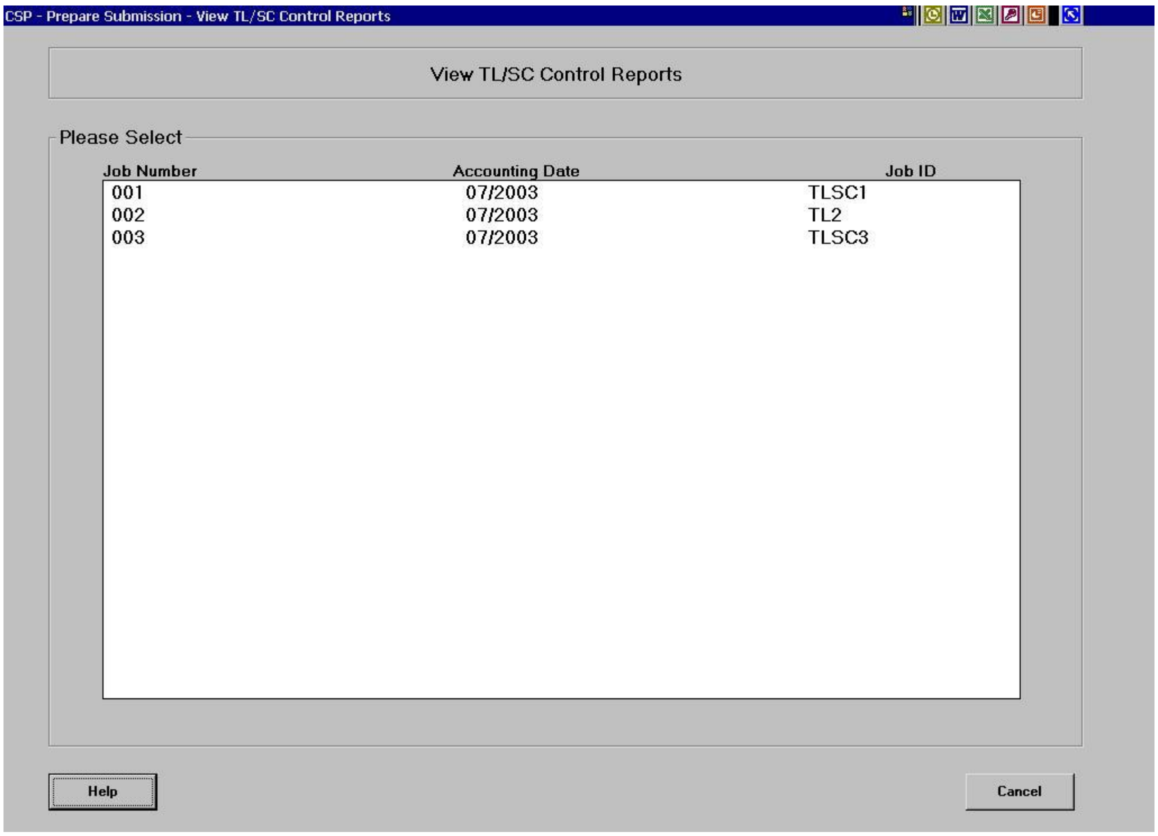
When you have completed all the information on the Re-Run TL/SC Create Job screen, you can then run the job by clicking the "Submit" button at the lower right of the screen. When the file has run through to completion, a message, similar to the one after running a TL/SC create job, will be displayed.

The **Cancel** button on the Re-Run TL/SC Create Job screen will return you to the Main Menu at anytime prior to selecting "Submit". However, if you have already submitted a job, selecting the Cancel button will not stop that job from running.

The reports generated for the Re-Run TL/SC Create Job can be viewed by accessing the View TL/SC Control Reports selection from the Prepare Submission box on the Main Menu. The output files will be written to the location you specified in the Re-Run TL/SC Create Job screen.

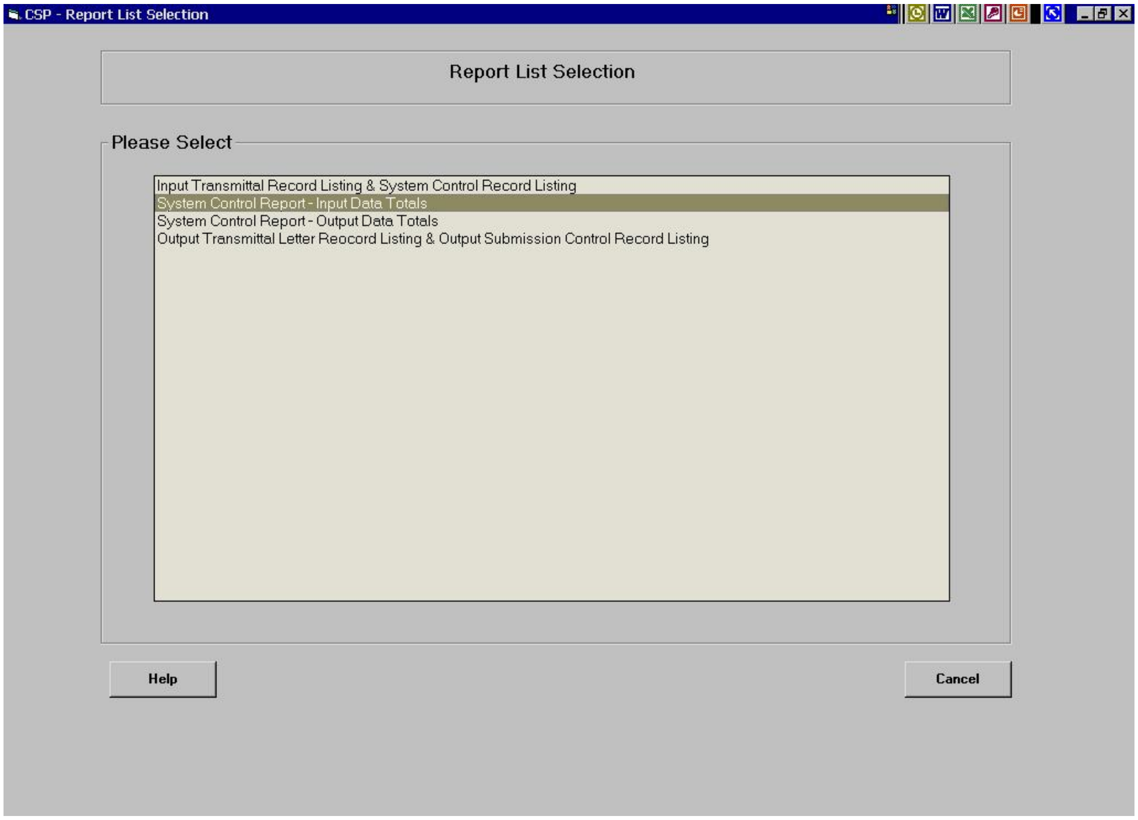
View TL/SC Control Reports

After a TL/SC create job has been run (or re-run), the reports can be viewed by accessing the View TL/SC Control Reports selection from the Prepare Submission box on the Main Menu. Upon selecting this option, you will be presented with a window that lists the jobs that have reports available for viewing. These jobs are listed according to the Job Number, Accounting Date (mm/yyyy) and Job ID and are ordered by the Job Number. A sample print of the View TL/SC Control Reports screen is shown below.



To view the TL/SC report for a specific job, select the job (by single clicking) from the window. A window will then display a list of the TL/SC reports created.

A sample print of the report list is shown below.



Select (by double clicking) the desired report from the window. The reports will automatically be opened in MS® Word. Standard MS® Word functionality will apply for navigation and printing. If any of the headings on the TL/SC reports are not aligned, be sure that the font is set to Courier New, 8 point. If it is not, select all and change the font to Courier New, 8 point. If MS® Word is not installed on your computer, the reports will open in MS® Wordpad or MS® Notepad.

The TL/SC reports summarize the input and output information that was entered when preparing a submission and creating the TL/SC records.

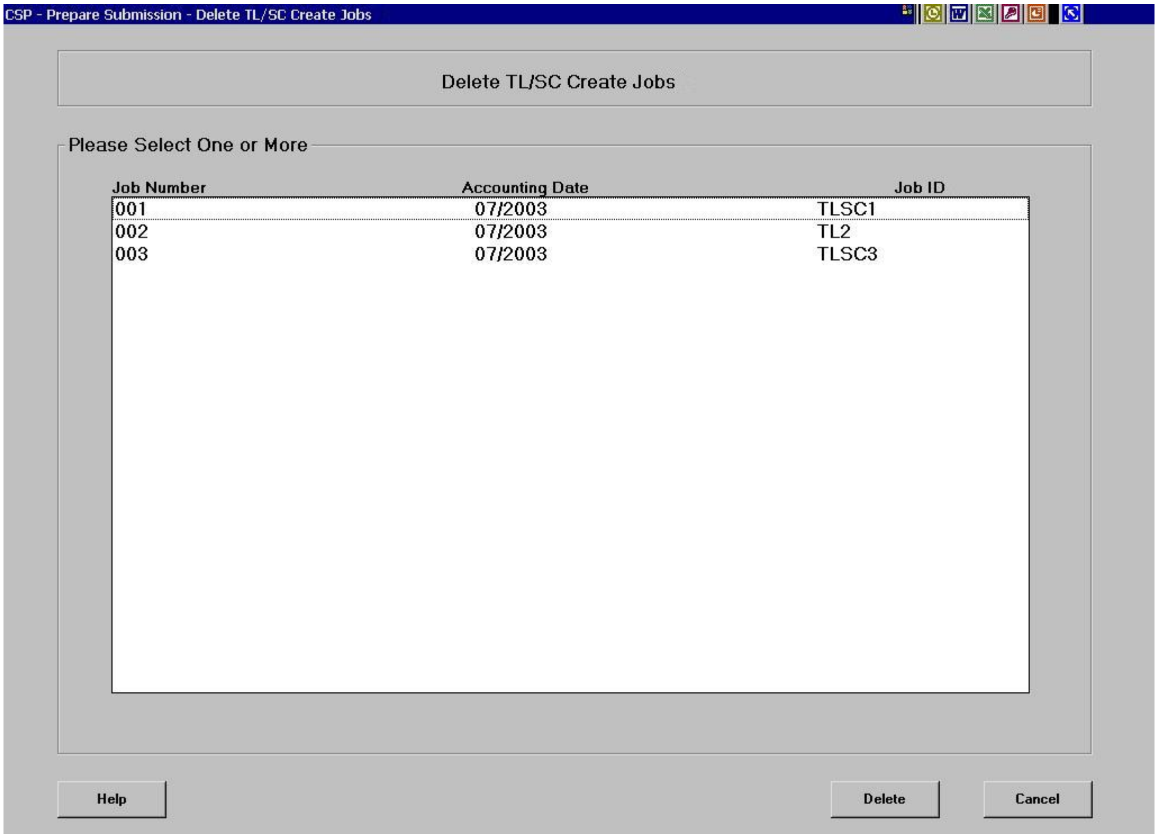
Reference Appendix C for a list of the TL/SC Control reports that are available for each statistical plan.

Delete TL/SC Create Jobs

You may want to delete TL/SC jobs if they are incorrect or outdated. Deleting a job will remove all the information associated with that job from the application's database and the job will no longer be available for re-running or viewing reports. It will not, however, delete the output files that were created.

To delete TL/SC jobs, select Delete TL/SC Create Jobs from the Prepare Submission box on the Main Menu. Upon selecting this option, a window listing the jobs that are available for deletion will be displayed. These jobs are listed according to the Job Number, Accounting Date (mm/yyyy) and Job ID and are ordered by Job Number.

A sample print of the Delete TL/SC Create Jobs screen is shown below.



To delete a specific job, select it (by single clicking) from the window and click "Delete" at the lower right of the screen. A warning message will appear confirming whether or not you want to delete the one that was chosen.

To delete more than one job at a time, select the first one that you would like to delete, then hold down the Control key while selecting the second, third, etc. and click "Delete".

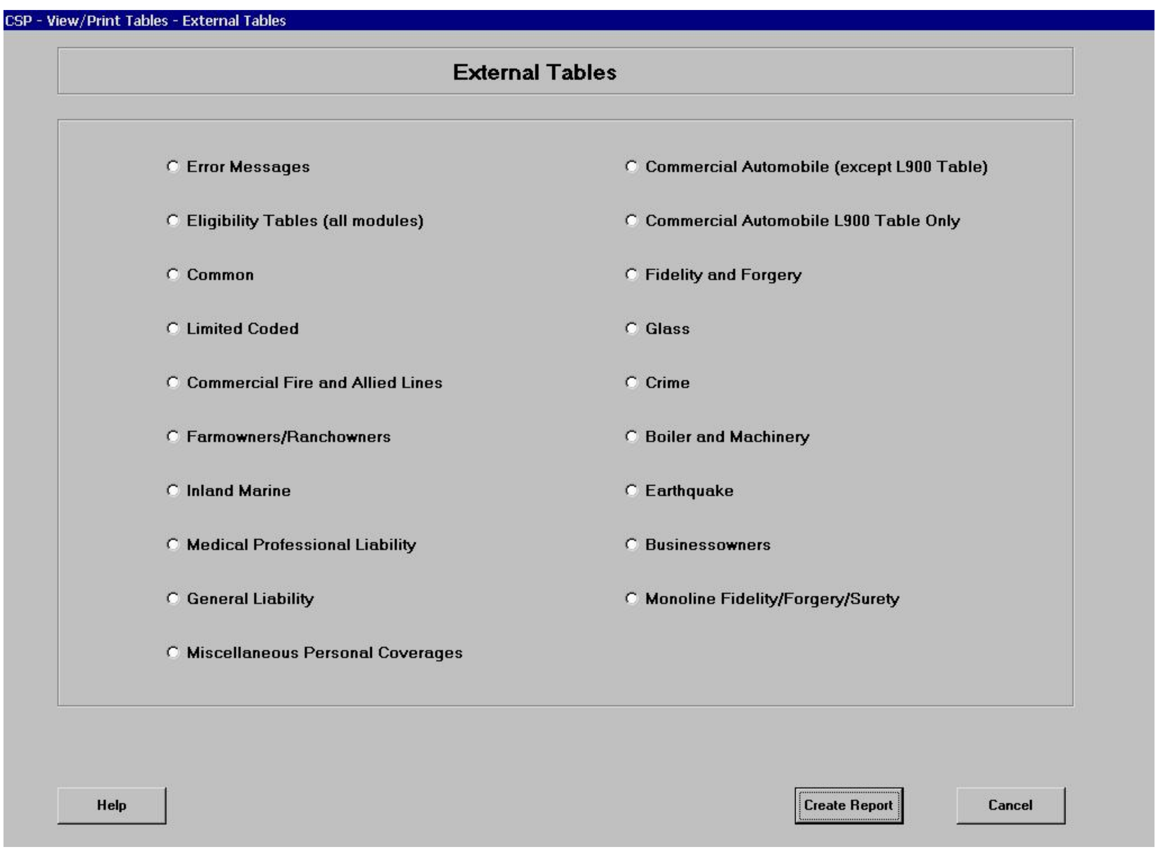
If you would like to delete a block of jobs, select the first job, hold down the Shift key, then select the last job in the block and click "Delete".

A warning message will appear for each job that was selected, confirming whether or not you would like to delete the jobs. Clicking "No" in any of the confirmation messages will cancel the delete request and return you to the Delete TL/SC Create Jobs window. Clicking "Yes" will delete the job(s) and they will be removed from the list.

View and/or Print External Tables

The External Tables are used by the edit programs as part of the editing process. Instead of hard coding all of the information into the edits, some information is stored on tables. When a certain edit references a table, the program goes out to the table and checks the transaction record against the information on the table. For CSP/CSP-I and CSAP only, you may choose to view and/or print these External Tables from the PC CEP. The tables will automatically be displayed in MS® Word. Normal MS® Word functionality will apply for navigation and printing. If MS® Word is not installed on your computer, the reports will open in MS® Wordpad or MS® Notepad.

To view or print external tables, select the External Tables button in the View/Print box on the Main Menu. Upon selecting this option, you will be presented with the following window:



To choose a particular set of tables, select the radio button that applies and click “Create Report” at the lower right of the screen.

The tables are grouped by module:

- Error Messages (for all modules)
- Eligibility Tables (all modules)
- Common
- Limited Coded
- Commercial Fire and Allied Lines
- Farmowners/Ranchowners
- Inland Marine
- Medical Professional Liability
- General Liability
- Miscellaneous Personal Coverages
- Commercial Auto (except L900 Table)
- Commercial Auto (L900 Table only)
- Fidelity and Forgery
- Glass
- Boiler and Machinery
- Earthquake
- Businessowners
- Monoline Fidelity/Forgery/Surety

Only one external table at a time can be viewed or printed.

Also, if you choose to print the Commercial Auto L900 table (classification codes), a message will be displayed asking if you are sure that you want to print this table. The L900 table is ***extremely large*** so it is important that you be absolutely sure before responding yes. Printing this table in its entirety is not advisable.

Appendix A – SAR Reports for Each Statistical Plan

	Report Number				
Report Name	CSP/CSP-I	CSAP	PASP	PLSP(OTA)	Description
Error Code Descriptions	CPN11180A	CPN11180B	N/A	N/A	This report provides a listing of all the error codes, together with a description of each code. The report can be used as a reference when reviewing the error listing portion of the SAR.
Error Listing Parts A, B and C	CPN12020B	CPN22081	PVN00345	PCN99300	This report shows invalid records, and errors assigned to those records, broken down into sections: Part A – lists the records with errors common to the whole submission. Part B – lists the records with errors specific to a module. Part C – lists the records with errors by state.
Error Listing Part D – Summary of Part A Errors	CPN12020C	N/A	PVN00345	PCN99300	This report is a summary of the common errors listed in Part A.
Error Listing Part E – Summary of Parts A, B and C Errors	CPN12040B	CPN22100	PVN00345	PCN99350B	This report summarizes all of the errors contained in Parts A, B and C.
Error Code Analysis Listing	CPN95250B	CPN98250B	N/A	PCN99290B	This report provides another summary of errors assigned in the CEP. The report summarizes error counts, percent of total error count, total error dollar amount, percent of error dollar amount and total records with invalid premium and loss amounts. This report also lists the counts of the total input records broken down into total valid and total error records processed.
Module and State Summary Reports	CPN95250C	CPN98250C	PVN00330	PCN99290C	This report provides an analysis of reported detail dollar amounts and record counts, error dollar amounts and record counts and error ratios for each module included in the input file. This report also provides an analysis of reporting detail dollar amounts, error dollar amounts, minimum amount to be corrected, and error ratio for each module/state.
Record Count Control Report	N/A	CPN98100A	N/A	PCN99100A	This report provides a count of the total records in the submission. It also shows this total count broken down by premium records, paid loss records, outstanding loss records and other records
Field Description Index and Template	N/A	N/A		N/A	The Field Description Index lists each data element in both starting position order and alphabetical order. It will help you locate and correct invalid codes on error records. The Field Description Template is an enlarged print of the SAR heading fields. It is easier to read than the small type at the top of the SAR columns.
Input TL/SC Record Listing	N/A	N/A	N/A	PCN99200	Lists the TL/SC records that were included in the Input File – if any.
State Summary Report – Voluntary vs. involuntary	N/A	N/A		N/A	This report is a summary of valid and invalid data by module, state and type of business code groupings (Voluntary vs. Involuntary).

Appendix B – Error Correction Reports for each Statistical Plan

	Report Number				
Report Name	CSP/CSP-I	CSAP	PASP	PLSP(OTA)	Description
Error Correction Parameter Records	CPN95405A	CPN98405A	PVN00500B	PCN99500A	This report lists each parameter card, valid or invalid along with error messages.
Parameter Card Statistics	CPN95405D	CPN98405D	PVN00500A	PCN99500D	This report provides the parameter card statistics which tells how many parameters were created, how many were rejected, how many were global changes and how many were single changes.
Error Corrections Report	CPN95415B	CPN98415B	PVN00505B	PCN99550B	This report, for each error record, lists the original data record, all corrections made to that record and the corrected data record. The listing will be in error sequence number order.
Unmatched Correction Records	CPN95415C	CPN98415C	PVN00505C	PCN99550C	This report provides a listing of file matching errors encountered during the error correction process. It also indicates whether the global record table has been exceeded.
Error Correction Control Report	CPN95415D	CPN98415D	PVN00505A	PCN99550D	This report lists the total number of correction records by transaction type, totals of unmatched correction records and a total correction record count.

Appendix C – TL/SC Reports for each Statistical Plan

	Report Number				
Report Name	CSP/CSP-I	CSAP	PASP	PLSP(OTA)	Description
System Control Record Listing	CPN95300A	CPN98300A	N/A	N/A	This control report provides a listing of submission control records submitted with company data.
System Control Report – Input Data Totals	CPN95300B	CPN98300B	N/A	PCN99410B	This report accumulates company data record counts and amounts by type of statistic within Module ID and indicates whether or not these totals balance to submission control record totals.
Input Transmittal Record Listing	CPN95300TL	CPN98300TL	N/A	N/A	This control report provides a listing of transmittal records submitted with company data or displays the message “No Transmittal Records Submitted”.
System Control Report – Output Data Totals	CPN95310A	CPN98310A	N/A	PCN99420A	This report lists record counts and amounts by Module ID for valid and uncorrected records coming out of the transmittal program.
Output Transmittal Letter Record Listing	CPN95420TL	CPN98420TL	N/A	PCN99410T	This control report provides a listing of transmittal records generated by the CEP or displays the message “No Transmittal Records Generated”.
Output Submission Control Record Listing	CPN95420SC	CPN98420SC	N/A	PCN99410A	This control report provides a formatted listing of all submission control records created during the running of the CEP.
Output Transmittal Letter/ Submission Control Records Listing	N/A	N/A	PVN02000A	N/A	This control report provides a listing of transmittal records generated by the CEP or displays the message “No Transmittal Records Generated”. This control report provides a formatted listing of all submission control records created during the running of the CEP.
Deleted Transmittal Records Report	N/A	N/A	PVN02000B	N/A	This report indicates whether there were transmittal letter records contained in the original input file that had to be deleted in creating the new transmittal letter records.
Deleted Submission Control Records Report	N/A	N/A	PVN02000C	N/A	This report indicates whether there were submission control records contained in the original input file that had to be deleted in creating the new submission control records.

Appendix D – TL and SC Records Layout

The TL record layout is as follows:

- The TL in the 1st and 2nd positions indicates that this is a **T**ransmittal **L**etter record.
- The 3rd to the 6th positions are the TR Group Number.
- The 7th and 8th positions are the Statistical Plan – 01 for CSP/CSP+/CSP-I, 02 for CSAP, 41 for PASP and 11 for PLSP(OTA).
- The 9th to the 12th positions are the Accounting Date (mmyy).
- The 13th position is the Type of Statistic – Premium is represented by a 1, Paid Loss is represented by a 2 and Outstanding Loss is represented by a 3.
- The 14th position is the Type of Submission – 1 for Full Original, 2 for Partial Original, 3 for Resubmission, 5 for Error Correction and 6 for Supplemental.
- The 15th and 16th positions are the Submission Count.
- The 17th position is the Final Partial Indicator.
- The 18th position is the Type of Submission to be Corrected.
- The 19th and 20th positions are the Count of the Type of Submission to be Corrected.
- The 21st position and on is filler and is left blank

The SC records layout are as follows:

- The SC in the 1st and 2nd positions indicates that this is a **S**ubmission **C**ontrol record.
- The 3rd and 4th positions indicate the Module Identification.

  For CSP/CSP+/CSP-I and CSAP, the module identifiers are:
  01 – Commercial Fire and Allied Lines
  02 – Farmowners/Ranchowners
  03 – Inland Marine
  04 – Medical Professional Liability
  05 – General Liability
  06 – Miscellaneous (CSP only)
  07 – Commercial Automobile
  08 – Fidelity and Forgery
  09 – Glass
  10 – Crime
  11 – Boiler and Machinery
  12 – Earthquake
  13 – Businessowners
  14 – Non-Bureau

  For PASP, the module identifiers are:
  01 – Liability
  02 – No Fault
  03 – Physical Damage

  For PLSP(OTA), the module identifiers are:
  01 – Homeowners
  02 – Mobilehomes
  03 – Dwelling Fire and Allied
  04 – Earthquake
  05 – Inland Marine
  06 – Personal Liability

- The 5th to the 8th positions are the TR Group Number.
- The 9th position is the Accounting Month. For January through September, 1 through 9 is used. For October, 0 (zero) is used. For November, - is used. For December, & is used.
- The 10th position is the Accounting Year. This is represented by the last digit of the year.
- The 11th position is the Type of Statistic -- Premium is represented by a 1, Paid Loss is represented by a 2 and Outstanding Loss is represented by a 3.
- The 12th position is the Type of Submission.
- The 13th and 14th positions are the Count of the Submission.
- The 15th to the 24th positions are the dollar amount. This number should be right justified.
- The 25th to the 33rd position are the record count. This number should be right justified.

Glossary of Terms

Accepted File

In an Error Correction, this file will contain all of the records in which the accept action was applied. The records in the accepted file are in statistical plan format. The Accepted File will only be generated in the CSAP and PLSP(OTA) CEPs. For CSP and PASP, the accepted records will be in the Corrected File.

Accounting Month

This refers to the month the transactions were entered on the company books. The Accounting Month must be a two digit number between 01 and 12, e.g. 01 = January, 02 = February, ... 12 = December.

For groups that report on a monthly basis, the accounting month is the month in which the transactions were entered on the company books (01 to 12).

For groups that report on a quarterly basis, the accounting month is the last month of the quarter (03, 06, 09 and 12).

For groups that report on an annual basis, the accounting month is December (12).

Accounting Year

This refers to the year the transactions were entered on the company books. The Accounting Year must be a four digit number, e.g. 2007, 2008, etc.

All Data

On the Run Edit Job screen, this is the option chosen if the input file contains both monoline surety and other than monoline surety data. The input file will be run through all of the edits (i.e. all edit modules including the V module edits).

Corrected File

In an Error Correction, this file will contain all of the records that you corrected, either by changing (continuing) or deleting. In other words, it is the result of the parameter records applied to the (Input) Invalid File records that you specified. The records in the corrected file are in statistical plan format.

Countrywide

Data that contains records for some or all of the states (i.e. other than Texas CSP+ data submissions).

Ending Sequence

In an Error Correction, this is the last record to which modifications will be applied. It is 8 positions long and can be found on the SAR and is displayed to the right of each invalid transaction in the SAR error listing report. The ending sequence number must have leading zeros, which the program will automatically populate. For example, if the ending sequence is 00000015, enter a 15 in the ending sequence box and the program will fill in the leading zeros.

Final Partial Indicator

When selected, this indicates that the partial original being prepared for submission is the final partial (i.e. it completes the reporting for the group, the type of statistic and accounting period indicated). The Final Partial Indicator can only be used if the submission count of the Partial Original is 02 or greater.

Full Original Submission

This type of submission indicates reporting of all transactions entered on the company books for the type of statistic and the accounting period indicated. A Full Original submission must have a Submission Count of 01. The program will default to a Submission Count of 01.

Global Record Modifications

In an Error Correction, this involves correcting more than one record at a time, in a continuous range. The starting sequence number would be the first record and the ending sequence number would be the last record in the range.

Input File

In an Edit Job, this file contains the transaction records that you would like processed through the edits.

Invalid File

In an Edit Run, this is the output file which contains records that did not pass the editing criteria (i.e. those that generated errors).

In an Error Correction, this is the input file which contains the records which need correcting. This file is the output invalid file that was generated after an edit job was run.

Also, in an Error Correction, this is an output file which contains records from the (Input) Invalid File which you did not correct or for which no matches were found against the parameter records. Parameter records may not match records in the input invalid file if you use incorrect sequence numbers. The records in the (Output) Invalid File are in statistical plan layout

In a TL/SC Create, this is the input file which contains records that you have chosen not to correct.

Job ID

This helps to uniquely identify each job. You may find it helpful to specify a Job ID so that you can easily remember what was run in that particular job. It can be any name you choose up to 16 characters.

Job Number

This is what uniquely identifies each job to the program. The information for the jobs you run is stored in a database. The database requires that each job have a unique identifier that will maintain the individuality of each job. The program automatically assigns the Job Number which you will not be able to change. You may also find the Job Number helpful for remembering what was run in a particular job.

Length

In an Error Correction, this is the single digit number having a value of 1 through 9 which specifies the length of the data string to be corrected. The length does not need to correspond to the actual length of a statistical plan field – just the number of positions of any string that you would like to change. For example, if the number of bytes is only 1 position long, the length would be 1, if the number of bytes is two positions long, the length would be 2, etc.

Monoline Surety Only

On the Run Edit Job screen, this is the option chosen if the input file contains only surety and monoline fidelity data. The input file will be run through the V module edits only.

New Value

In an Error Correction, this is the modified value needed to correct the error. It should be left justified. The remaining positions of the field are to be left blank. The number of positions of the new value must match the length that was indicated in the "Length" field.

Other than Monoline Surety

On the Run Edit Job screen, this is the option chosen if the input file does not contain surety or monoline fidelity data. The input file will be run through all edit modules other than the V module. It will not be processed through the V module edits.

Parameter Correction File

In an Error Correction, this file will contain the parameter records created by the user on the screen. You can choose a parameter file that already exists, in which case the parameter records contained in the file will be populated to the screen.

Partial Original Submission

This type of submission indicates reporting of part of the transactions entered on the company books for the type of statistic and the accounting period indicated. The Submission Count must also be specified. It must be a two-digit number from 01 to 99.

Resubmission

This type of submission indicates reporting of experience previously rejected by ISO or replacing previously submitted data in which the company has detected errors. The Submission Count must also be specified. When the Resubmission option is selected, a separate box labeled Submission Type - Corrected will appear where you must specify whether the resubmission is a Full Original, a Partial Original or a Supplemental submission. The Submission Count - Corrected must also be specified. It must be a two-digit number from 01 to 99 corresponding to the submission type – corrected.

Single Record Modifications

In an Error Correction, this involves correcting one record at a time. The starting and ending sequences will be the same.

Start Position

In an Error Correction, this is the three digit number identifying the first (left most) position of the data string being corrected. The start position does not need to correspond to the actual first position of a statistical plan field – just the first position of any string that you would like to change. Leading zeros are required and will be automatically populated by the program. For example, the first position in the transaction record would be 001, the second position would be 002, etc.

Starting Sequence

In an Error Correction, this is the first record to which modifications will be applied. It is 8 positions long and can be found on the SAR and is displayed to the right of each invalid transaction in the SAR error listing report. The starting sequence value must have leading zeros, which the program will automatically populate. For example, if the sequence number is 0000001, enter a 1 in the starting sequence box and the program will fill in the leading zeros.

Submission Count

This is the number of the submission type being submitted to ISO.

Supplemental

This type of submission indicates the reporting of additional experience not contained in the original submission(s) for the type of statistic and the accounting period because the original submission(s) was (were) incomplete, the group is correcting detail record errors, or is a Texas CSP+ submission. The Submission Count must also be specified. It must be a two-digit number from 01 to 99. For Texas reporting (CSP+), the type of submission must be a Supplemental with a Submission Count of 42 or greater.

Texas Only

Data that contains records only for the state of Texas. This is a CSP+ submission (reported to ISO as a supplemental submission with a submission count of 42 or greater).

TR Group Number

The four digit statistical reporting number under which you report your data to ISO.

Type of Statistic

This refers to whether the files that are being prepared for a job contains premium, paid loss or outstanding loss records.

Valid File

In an Edit Job, this is an output file that contains records that have passed the edit criteria.

In a TL/SC Job, this is the input file that is to be included in the submission to ISO.