

Commission reconciliation

Automatically reconciles commission statements from carriers against internal records, identifying discrepancies and updating agent compensation. Reduces manual reconciliation time by 80% and ensures accurate commission payments.

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Get Your Blueprint

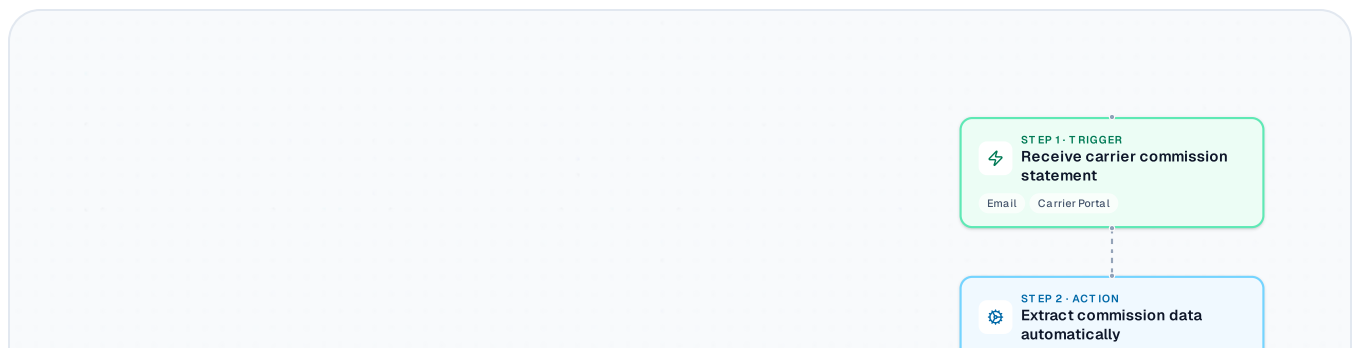


WORKFLOW TRIGGER

Monthly commission statement received from insurance carrier

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

Receive carrier commission statement

Monthly commission statement is received via email or portal from insurance carrier. Statement contains policy numbers, premium amounts, and commission rates.

Email

Carrier Portal

2

 ACTION

Extract commission data automatically

Parse commission statement PDF or CSV to extract policy numbers, premium amounts, commission percentages, and payment details. Clean and standardize data format for comparison.

PDF Parser

Data Extraction API

3

 ACTION

Retrieve internal policy records

Query agency management system to pull corresponding policy data including premiums, agent assignments, and expected commission rates. Match policies by policy number and effective dates.

Applied Epic

AMS360

4

 ACTION

Calculate expected vs actual commissions

Compare carrier-reported commissions against internally calculated amounts based on policy premiums and commission schedules. Identify variances exceeding threshold amounts.

5

 DECISION

Check for significant discrepancies

Evaluate if commission variances exceed predefined tolerance levels (e.g., \$50 or 5%). Route high-value discrepancies for manual review and auto-approve minor differences.

Decision Engine

6

 ACTION

Update agent commission records

Post approved commission amounts to agent compensation tracking system and generate commission statements. Flag disputed amounts for follow-up with carriers.

AMS360

AgencyZoom

7

 OUT PUT

Generate reconciliation reports

Create detailed reconciliation summary showing matched commissions, discrepancies requiring review, and total commission payments by agent. Send reports to accounting and management.

Report Generator

Email



Outputs

- Agent commission statements
- Discrepancy report for manual review
- Accounting journal entries for commission payments



Key Metrics

- Commission reconciliation accuracy rate
- Time to complete monthly reconciliation
- Number of discrepancies requiring manual intervention



Tools & Integrations

- Email
- Carrier Portal
- PDF Parser
- Data Extraction API
- Applied Epic
- AMS360
- Excel API
- Custom Calculator
- Decision Engine



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