Policy - Create a Policy

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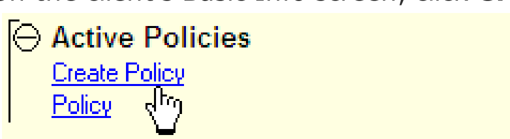
Overview:
Policies are the most basic element in Newton. Virtually everything in Newton is attached to a policy number--invoices, Acord forms, Suspense Items, and other items. Policy numbers in Newton are unique; each policy (and quote) has a separate, individual policy number.

Many carriers now support downloading of policy numbers and risk information. Any other policies must be entered into Newton manually. The Newton Policy Express system makes this easy and efficient

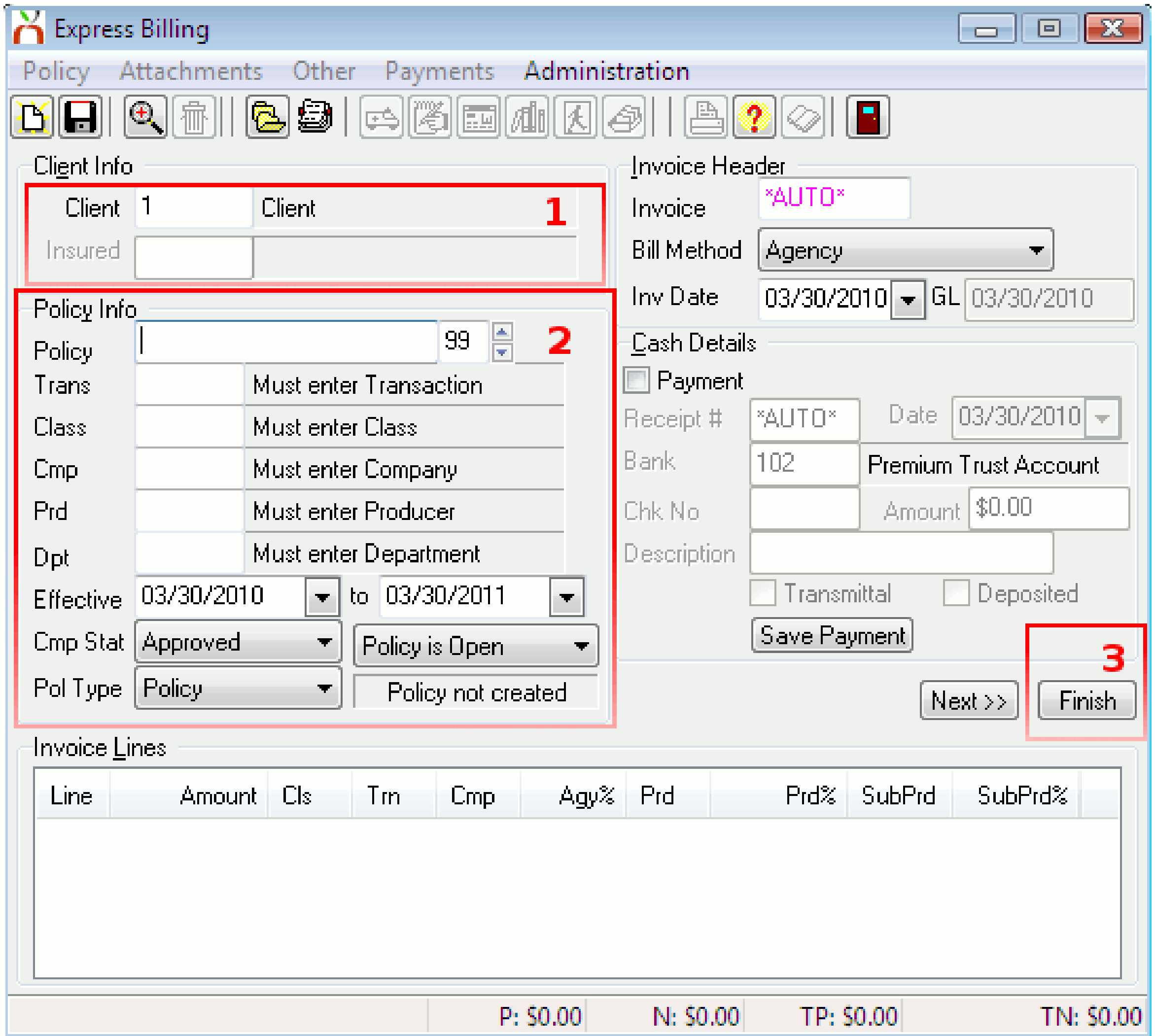
This document will guide you through the process of entering a policy manually.

Before You Begin:
The client must be entered into the system. Please see Client Profile - Add a New Client or Prospect.

Process:
1. Search for and load the client.
2. On the client's Basic Info screen, click **Create Policy**.



3. You will be brought to the Policy Transaction / Express Billing screen:



4. The following information is required for every policy. Items in bold must be entered manually; the other items will pre-fill automatically.

	Field	**Description**	**Example**
(1)	**Client**	The client number, followed by the client name. To select a different client, click the client name.	1
(2)	**Policy Number**	Every policy has a unique number. No two policies, nor any two quotes, can share the same number. If you are creating a quote, you may leave the policy number field blank to generate a quote number automatically.	PK2559753
	Policy Sequence	The Policy Sequence will always start at 99 for New Business. The sequence will decrease with each new Transaction (e.g. Endorsement, Renewal). See Policy Transactions.	99
	Trans	Transaction Type - This is the production category, for example: New Business, Renewal, Endorsement. When entering a policy you will generally use New Business. See Policy Transactions.	NEW
	Class	Class - Enter the class, or line of business, for example: Homeowners, Personal Auto Liability, Bond, Life & Health.	**HOM**

	Cmp	Company - Enter the underwriting company.	**AET**
	Prd	Producer - This will default to the default producer for the client. See How to Set up a Client.	CSR
	Dpt	Department - Defaults are Personal Lines, Commercial Lines, and Life & Health. You may have other departments set up by location, etc.	**PL**
	Effective / expiration date	Effective date will default to today's date.	
	Company Status	The default Company Status for New Policies is Approved. Renewed policies will have a company status of Renewed. You may also choose to mark a policy as Replaced. Expiration List reports can be run to show only policies that have not yet been marked renewed or replaced--highly useful for CSRs marketing renewals.	Approved
	Policy Open/Closed	This controls whether or not the policy details can be changed. Closed does not mean the policy is not in force. To change the Transaction type, Effective / Expiration dates, or other information, the Transaction must be opened: 1. From the Express Billing screen, select the Policy Menu. 2. Select Open Transaction. 3. After making changes, select the Policy menu and Close Transaction.	Open
	Policy Type	Policy / Quote	Policy
(3)	**Finish**	Save	

5. Click Finish to save the policy.
6. You may continue to invoice the policy if desired (see How to Create an Invoice) or close the Express Billing window to return to the client.
7. You can return to the Express Billing window for this policy at any time by clicking Create Invoice in Policy Express, or from the Policy Tab by double-clicking the policy number twice.

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