PREMIUM COLLECTION PROCESS

- BBR Billing run for the 1^{st} of the month e.g., 1^{st} April 2021.
- The Billing run will take place after the last debit order collection of the previous month which will be the 26th of the month.

Para Insert Decign Lowent Peterences Mailings Power View Help	
(c) Copyright 1989 - 2019, by MIP Holdings (Pty) Lin All rights reserved <monicac 5="" on="" tralivmip,=""></monicac>	nited *NO SCHEME*
MAIN MENU	
Total Risk Administrators 2019/05/30	Menu Information
Scheme Option information	A = ADMINISTRATION
0.01 - ABSOLUTE 0.20 - SUPER 0.37 - MALCOR TRA	B = BATCH RONS
005 = ABSOLUT = 021 = SUPER IRO = 039 = DAS IRA ASS	D = DOCTOPS
006 = ABSOLUT + TR 025 = SUPER + ESKO 070 = CUREM BAS30	T = TNFO TNTERCHANGE
007 = ABSOLUT TRU $026 = SUPER+ TRU$ $071 = CUREM VITAL$	M = MEMBERS & CLATMS
008 = 4D ABSOLUT+ $027 = SUPER+$ $072 = CUREM SUPER$	O = OTHER
009 = BAS 300 TRU 028 = 4D SUPER+ 073 = CUREM ABSOL	P = PAYMENTS
011 = BASIC 300 030 = VITAL+ 080 = A&G ESSE	R = REPORTING
012 = 4D BAS 300 031 = VITAL+* 081 = A&G COMPREH	S = STATISTICS
017 = SAA PILOTS 032 = VITAL+ TRU 082 = A&G ABSOLUT	U = USER PROGRAMS
018 = SAA PILOTS 033 = 4D VITAL+ 090 = UNIVERSAL	Q = QUIT
019 = SECURITAS 036 = MALCOR GAP	=
Scheme option: 001 Menu option:	System printer: DEFAULT
Enter the scheme option option, CR for previous menu, or F4 for main menu.	

• We select the scheme option – 001; Menu option – BBR.



• Follow the prompt on the screen and press the space bar to continue to the next screen.

P TRA-TEST - PuTTY	A	IL T Amon Amon	
			ABSOLUTE
	- BILLINGS RUN		
Billings run for June 2019.	Do you wish	to proceed ? <mark>n</mark> o	
Enter Yes or No			
Enter Yes or No			

- The billing run will generate for the month of June. We need to make sure that we are on the correct month for the billing.
- If you are doing the billing run for June, then all the scheme options must show that the billing run is for June. If it has another month, do not continue. Contact MIP for assistance.

TRA-TEST - PuTTY	E-E-T-EE	II 4 Marca Marca	Addition and	
			ABSOLUTE	^
-	BILLINGS RUN -]
Billings run for June 2019.	Do you wish	to proceed ? <u>y<mark>e</mark>s</u>		
				=
Enter Yes or No				
				•

• Do you wish to proceed – Enter Yes.

TRA-TEST - PuTTY	Care de Er	2-1-EE	Li 4 Junior	samon Author to	
				ABSOLUTE	·
	BILI	LINGS RUN -			7
Billings run for June 2	2019.	Do you wish	to proceed ?	yes	
From date: 2 To date: 2	2019/04/17 2019/05/27				
Print company labels: r	n <mark>o</mark>				
					E
Do you want to print a s	set of compar	ny labels			
					-

- Complete the dates from the previous month the From date to the To date , e.g. for the billing run of the 1st of May 2019 the from date was 2019/03/27 & to date 2019/04/16, the next month will be from 2019/04/17 to the current date you do this on e.g. 2019/05/27.
- Print company labels will be: No (Enter)

P TRA-TEST - PuTTY		Author Auto		3
		ABSOLUTE		^
BI	LLINGS RUN			
Billings run for June 2019.	Do you wish to proceed ? yes			
From date: 2019/04/17				
To date: 2019/05/27				
Print company labels: no				
				-
Todays subscriptions will not be i	ncluded in the detailed			=
debtors reconciliation. Press F4 t	o cancel		_	
Press space bar to continue.				
				-

- The yellow highlighted section will appear. This is correct, we want to include new applications and changes that were made before the billing run (BBR).
- Press the space bar to continue.

🖉 TRA-TEST - PuTTY	a Autor Auto		-
BILLINGS RUN	ABSOLUTE	1	^
Billings run for June 2019. Do you wish to proceed ? yes			
Do you want the system to quit automatically after this run? <mark>y</mark> es			
			_
			=
Enter "yes" to quit or "no" to return to the BATCH RUNS MENU			

• This screen will appear – Do you want the system to quit automatically after this run? YES, Enter.

P TRA-TEST - PuTTY	
ABSOLUTE BILLINGS RUN	Î
Billings run for June 2019. Do you wish to proceed ? yes	
Running tax year end procedure Printing monthly claim log header list	
Printing monthly claim log detail list Calculating interest on member accounts	
Transfering DR saving balances to owes Calculating repayment amounts	
Calculating subscriptions	
** No subs record is available. (91)	E
	-

• The billing will run through the system, collecting the subscriptions for all the policyholder's premium collection dates for the month of June.

Total Disk Adminis	MAIN	MENU	Menu Information
Scheme Option Info	rmation	2020/03/19	A = ADMINISTRATION
001 = ABSOLUTE	024 = SUPER + COTT	070 = CUREM BAS30	B = BATCH RUNS
003 = ABSOLUT+	026 = SUPER + TRU	071 = CUREM VITAL	C = COMPANIES
006 = ABSOLUT + TR	027 = SUPER+	072 = CUREM SUPER	D = DOCTORS
007 = ABSOLUT TRU	028 = 4D SUPER+	073 = CUREM ABSOL	I = INFO INTERCHANGE
008 = 4D ABSOLUT+	030 = VITAL+	080 = A&G ESSE	M = MEMBERS & CLAIMS
009 = BAS 300 TRU	031 = VITAL+*	081 = A&G COMPREH	O = OTHER
011 = BASIC 300	032 = VITAL+ TRU	082 = A&G ABSOLUT	P = PAYMENTS
012 = 4D BAS 300	033 = 4D VITAL+	090 = UNIVERSAL	R = REPORTING
017 = SAA PILOTS	036 = MALCOR GAP		S = STATISTICS
018 = SAA PILOTS	037 = MALCOR TRA		U = USER PROGRAMS
019 = SECURITAS	039 = BAS TRA ASS		Q = QUIT
020 = SUPER	067 = TRUGAP COMP		

• The billing run will be done per scheme option starting with scheme option 001 and ending on scheme option 090.

Transactions - GA	P Premium Account											Φ,
Scheme	Transaction	Transaction Date	Account Date	Bank Date	Reference	Narration	Company Code	User	Process Date	Amount	Balance	Claim
67 - TRUGAP COMPL	10 - Subscription amount	2019/05/27	2019/06/01			Subscription 00 SF40 for 2019/06/01	2	lizetted	19/05/27	300.00	300.00	
67 - TRUGAP COMPL	11 - New member subscription arrears	2019/05/03	2019/05/01		201905	New dependant joined 04 (S0) 2019/05/01	2	marief	19/05/27	0.00	0.00	
67 - TRUGAP COMPL	3 - Receipt - Debit Order	2019/05/02	2019/05/01		1300	EFT: subscriptions 2019/05/02	2	janinee	19/05/27	- 300.00	0.00	
67 - TRUGAP COMPL	10 - Subscription amount	2019/04/16	2019/05/01			Subscription 00 SF40 for 2019/05/01	2	lizetted	19/04/16	300.00	300.00	

- After the billing run, the subscription amount (in Red) will be against the members profile to be collected for the relevant month.
- Above is an example of a policyholder's subscription for the month of June 2019.

This can be used for spot checking purposes.

PREMIUM/ DEBIT ORDER COLLECTIONS

After the Billing run (BBR) for the month, we need to run an MEF for the 1st of the months debit order collection (we run an MEF for the 1st, 7th, 15th 25th & 26th).

PuTTY	A- K-A- 2010	Status Inter	
	MIP HEALTHCA	ARE * V201508	· · · · · · · · · · · · · · · · · · ·
(c) Copyright 1	989 - 2019, by MIP	Holdings (Pty) Lim	ited
All rights reser	ved <monicac or<="" td=""><td>n tralivmip, 5></td><td>*NO SCHEME*</td></monicac>	n tralivmip, 5>	*NO SCHEME*
	MAIN	MENU	
Total Risk Admini	strators	2019/05/30	Menu Information
Scheme Option Inf	ormation		A = ADMINISTRATION
001 = ABSOLUTE	020 = SUPER	037 = MALCOR TRA	B = BATCH RUNS
003 = ABSOLUT+	021 = SUPER TRU	039 = BAS TRA ASS	C = COMPANIES
005 = ABSOLUT+ ES	024 = SUPER + COTT	067 = TRUGAP COMP	D = DOCTORS
006 = ABSOLUT+ TR	025 = SUPER+ ESKO	070 = CUREM BAS30	I = INFO INTERCHANGE
007 = ABSOLUT TRU	026 = SUPER+ TRU	071 = CUREM VITAL	M = MEMBERS & CLAIMS
008 = 4D ABSOLUT+	027 = SUPER+	072 = CUREM SUPER	O = OTHER
009 = BAS 300 TRU	028 = 4D SUPER+	073 = CUREM ABSOL	P = PAYMENTS
011 = BASIC 300	030 = VITAL+	080 = A&G ESSE	R = REPORTING
012 = 4D BAS 300	031 = VITAL+*	081 = A&G COMPREH	S = STATISTICS
017 = SAA PILOTS	032 = VITAL+ TRU	082 = A&G ABSOLUT	U = USER PROGRAMS
018 = SAA PILOTS	033 = 4D VITAL+	090 = UNIVERSAL	Q = QUIT
019 = SECURITAS	036 = MALCOR GAP		
Scheme option: 001	Menu option: me	s	ystem printer: DEFAULT
Enter option, CR for	previous menu, or	F4 for main menu.	

We press F1 to generate the following scheme options from 001 – 090 as indicated on the screenshot below.

TRA-LIVE - PuTTY	
SCHEME SELECTION	^
001,003,005,006,007,008,009,011,012,017,018,019,020,021,024,025,026,027,	028,03
0,031,032,033,036,037,039,067,070,071,072,073,080,081,082,090	
	E
Select the scheme options that you wish to use F1 for all	Insert 🗸

Complete (Create subscription EFT records); We ran a test MEF first (per strike date)

001,003,005,006,007,008,009,011,012,017,018,019,020,021,024,025,026,027,028,03 0,031,032,033,036,037,039,067,070,071,072,073,080,081,082,090	
Create Subscription EFT records	
Subscription Month: 2019/06/01 Strike date: 01 Run type: TEST Run Action:	
	III
Is this a LIVE or a TEST run	-

We ran a test CEF as well (per strike date)

Putty	4-6-4-1					
						^
Scheme ention, 001	Monu ontio			Suston n	inton, DEEAU	T. 00
scheme option. <u>001</u>	Menu opcio	1. <u>ce</u>		system pr	Incer. DEFAO	<u></u>
Enter option, CR for	r previous me	enu, or F4	for main me	enu.		
						-

To run the CEF report you will follow the same process as for the MEF.

TRA-LIVE - PUTTY SCHEME SELECTION	
001,003,005,006,007,008,009,011,012,017,018,019,020,021,024,025,026,027,028,03 0,031,032,033,036,037,039,067,070,071,072,073,080,081,082,090	
Create Subscription EFT records Subscription Month: 2019/06/01 Strike day: 01 Run type: TEST Run Action:	
Is this a LIVE or a TEST run	E

On the web (MIP system), Under the HealthCare Reports Tab – Print Spooler, we look at the MEF folder with the file name and the date, example below 30th May 2019.

\$1part

\$1part



Here is an example of the MEF folder on the WEB (MIP) system.

mef1

mef1

□{C:00}R Report id]{C:00}Run date & time: 2019/05/30 - 10:41:57 eport id./seq.: mef1/210			ABSOLUTE COVER Member Debit Orders EFT Creation - STRIKE DATE: 2019/06/01 TEST RUN: 2019/06/01						
[Member	Name	Amt required	Debit	Credit Acc Date	T Sch Adv Company	CD Cont	roller name	Account Number	Mem Xref	Reference
3 100003	Mr P Karlak	385.00	385.00	2019/06/01	3 67 yes 2	1 MIP		62307736407	995 6367409	
3 100004	Mrs E Muller	350.00	350.00	2019/06/01	8 67 yes 2	1 MIP		00340508823	995 912042660	
3 100048	Mr J Ferreira	180.00	180.00	2019/06/01	8 30 yes 2	1 MIP		0001480320081		
3 100061	Mr P Ntsoebea	180.00	180.00	2019/06/01	5 30 yes 2	1 MIP		144441780	221 13024431	
3 100062	Mr J Hugo	180.00	180.00	2019/06/01	8 30 yes 2	1 MIP		1389003000		
3 100075	Mr C Breed	162.00	162.00	2019/06/01	8 19 yes 2	1 MIP		1594014019	221 15746432	
3 100075	Mr C Breed	35.00	35.00	2019/06/01	I 19 yes 2	1 MIP		1594014019	221 15746432	
3 100085	Ms A Jerekic	180.00	180.00	2019/06/01	8 71 yes 2	1 MIP		1521053812	221 15050535	
5 173066	MR AH BENNETT	390.00	390.00	2019/06/01 3 03	ves 2	1 MIP	155668142	7 221 11542	476	
8 173066	MR AH BENNETT	65.00	65.00	2019/06/01 I 03	yes 2	1 MIP	155668142	7 221 11542	476	
8 173068	MR J DE BRUYNN	227.00	227.00	2019/06/01 8 27	yes 2	1 MIP	620616611	64 221 11806	279	
5 173073	MS EE BOIKANYO	227.00	227.00	2019/06/01 3 72	yes 2	1 MIP	114537367	2 201/79871	56	
8 173076	MR DSS LE ROUX	390.00	390.00	2019/06/01 8 03	yes 2	1 MIP	627457408	38 221 19614	3820	
8 173080	MRS 5 SMEDA	390.00	390.00	2019/06/01 8 73	yes 2	1 MIP	110775646	4 221/12526	431	
5 173060	MRS D SMEDA		65.00	2019/06/01 1 78	yes 2	1 MIP	110773646	4 221/12326	481	
Total:		5,610,529.00 5,6	10,529.00							

□Run date & time: 2019/05/30 - 10:42:13 Report id./seq.: mef1/210

no

no

0

525369

525357

ABSOLUTE COVER Member Debit Orders EFT Creation - STRIKE DATE: 2019/06/01 TEST RUN: 2019/06/01

Page 494

* * * End of report mef1/210 * * * Routing

Requested by: Monica Coetzee

Page **9** of **25**

2019/05/23

2019/05/23

lizetted

lizetted

11:09:17

10:35:27

B TRA-LIVE - PUTTY SCHEME SELECTION	
001,003,005,006,007,008,009,011,012,017,018,019,020,021,024,025,026,027,028,03 0,031,032,033,036,037,039,067,070,071,072,073,080,081,082,090	
Create Subscription EFT records Subscription Month: 2019/06/01 Strike day: 01 Run type: TEST Run Action:	
Is this a LIVE or a TEST run	E

On the web (MIP system), Under the HealthCare Reports Tab – Print Spooler we look at the CEF folder with the file name and the date 30th May 2019.

Find a Print Sp	oooler File							<select a="" value=""> 💽 🔅 🔨</select>
Print Form Ty Destinati Orig	ed: All (Archive) pe: All v on: All gin: All	ed) V	Job Name: User ID: Date Start: Date End:	CEF1 - Com	pany Debit Orders EFT Creation Image: Second seco		v) Begins 🔘 Equals
								Search
							2	-
Search Result	5							🖶 ÷ 🔶 🔨
Media:	Printed	File Name	Job Name	Form Type	Destination	User ID	Create Date	Create Time
0	no	<u>542420</u>	cef1	\$1part		monicac	2019/05/30	10:43:08
\odot	no	<u>536842</u>	cef1	\$1part		lizetted	2019/05/28	08:54:50
Ø	no	<u>525373</u>	cef1	\$1part		lizetted	2019/05/23	11:29:47
\odot	no	525370	cef1	\$1part		lizetted	2019/05/23	11:09:31
$\mathbf{\Theta}$	no	525358	cef1	\$1part		lizetted	2019/05/23	10:35:56

Here is an example of the CEF folder on the WEB (MIP) system.

□{C:00}Run date & time: 2019/05/30 - 10:43:09 Report id./seq.: cef1/120				ABSOLUTE COVER Company Debit Orders EFT Creation - STRIKE DATE: 2019/06/01 TEST RUM: 2019/06/01						
T Member	Name	Amt required	Debit	Credit Acc Date I Sch Adv Company	CD Controller name	Account Number	Mem Xref	Reference		
8 124978	Mrs L Herbert	375.00	375.00	2019/06/01 3 67 yes 10	0	1083280112	995 6338136			
8 130469	Mr A Herbert	350.00	350.00	2019/06/01 3 67 yes 10	0	1083280112	995 6339000			
5 132811	Mr J Bester	350.00	350.00	2019/06/01 3 67 yes 10	0	1083280112	995 6766724			
5 113839	Mr H Joosub	390.00	390.00	2019/06/01 5 03 yes 108	0	230257860	221 1663135			
8 153990	Miss T Joosub	390.00	390.00	2019/06/01 5 03 yes 108	0	230257860	221 8151199			
3 108130	Mrs W Stone	390.00	390.00	2019/06/01 S 06 yes 112	0	1498020879	994 TRA25541			

1

8 148511	Mr M Le Roux	200.00	200.00	2019/06/01 8	67 yes 77	0	1016448317	995 7385353
8 134921	Mr C Fischer	227.00	227.00	2019/06/01 3	72 yes 79	0	4084135823	221 3017648
8 134921	Mr C Fischer	65.00	65.00	2019/06/01 I	72 yes 79	0	4084135823	221 3017648
8 111656	Mr H Wright	390.00	390.00	2019/06/01 8	73 yes 79	0	4084135823	221 3017664
8 111656	Mr H Wright	100.00	100.00	2019/06/01 F	73 yes 79	0	4084135823	221 3017664
5 116130	Mr M Mboniso	375.00	375.00	2019/06/01 5	67 yes 85	0	072115149	995 212975101
5 120682	Mr S Pretorius	375.00	375.00	2019/06/01 5	67 yes 85	0	072115149	995 324870433
\$ 122785	Ms S Pretorius	375.00	375.00	2019/06/01 5	67 yes 85	0	072115149	995 212994582
Total:		117,089.00	117,089.00					
• • • E	Ind of report cef1/120 * * *		Routing :					
			Requested by: Monio	za Coetzee				
-								

After checking the MEF & CEF reports for errors and after all the relevant changes are made, we will then run a Live MEF & CEF for the month. The same procedure applies as for the test MEF & CEF.

This is the live MEF (Enter)

P TRA-LLVE - PuTTY	• ×
SCHEME SELECTION	^
0,031,032,033,036,037,039,067,070,071,072,073,080,081,082,090	
Create Subscription EFT records	
Subscription Month: 2019/06/01	
Strike date: 01	
Run type: LIVE	
Run Action: CREATE	
	E
D)elete / C)reate current strike date EFT records	
	-

This is the live CEF (Enter)

B TRA-LIVE - PUTTY	X
SCHEME SELECTION	^
	0.2
0,031,032,033,036,037,039,067,070,071,072,073,080,081,082,090	
Create Subscription EFT records	
Subscription Worth: $2019/06/01$	
Strike day: 01	
Run type: LIVE	
Run Action: CREATE	
D)elete / C)reate current strike date EFT records	=
	-

Here is the example of the live MEF report.

The total - R 5 610 557.00

C:00)Ru Report id.	n date & time: 2019/05/30 - 10:5 //seq.: mef1/211	- 10:50:50 ABSOLUTE COVER Member Debit Orders EFT Creation - STRIKE DATE: 2019/06/01 LIVE RUN: 2019/06/01 CREATED									Pa
T Member	Name	Amt required	Debit	Credit Acc Date	T Sch Adv Company	CD Controller name	Account Number	Mem Xref	Reference		
8 100003	Mr P Karlak	385.00	385.00	2019/06/01	8 67 yes 2	1 MIP	62307736407	995 6367409	SC16308		
8 100004	Mrs E Muller	350.00	350.00	2019/06/01	8 67 yes 2	1 MIP	00340508823	995 912042660	SC16308		
3 100048	Mr J Ferreira	180.00	180.00	2019/06/01	8 30 yes 2	1 MIP	0001480320081		SC16308		
3 100061	Mr P Ntsoebea	180.00	180.00	2019/06/01	8 30 yes 2	1 MIP	144441780	221 13024431	SC16308		
8 100062	Mr J Hugo	180.00	180.00	2019/06/01	8 30 yes 2	1 MIP	1389003000		SC16308		
5 173061	MRS TD VAN DER BANK	40.00	40.00	2019/06/01	I 27 yes 2	1 MIP	4085057888	221 196276695	IC19018		
5 173064	MRS L KRIEGLER	227.00	227.00	2019/06/01	3 27 ves 2	1 MIP	1415256134	539 196267751	SC19018		
3 173066	MR AH BENNETT	390.00	390.00	2019/06/01	5 03 ves 2	1 MIP	1556681427	221 11542476	SC19018		
3 173066	MR AH BENNETT	65.00	65.00	2019/06/01	I 03 ves 2	1 MIP	1556681427	221 11542476	IC19018		
\$ 173068	MR J DE BRUYNN	227.00	227.00	2019/06/01	8 27 ves 2	1 MIP	62061661164	221 11806279	SC19018		
5 173073	MS EB BOIKANYO	227.00	227.00	2019/06/01	8 72 ves 2	1 MIP	1145373672	201/7987156	SC19018		
3 173076	MR DSS LE ROUX	390.00	390.00	2019/06/01	5 03 ves 2	1 MIP	62745740838	221 196143820	SC19019		
5 173080	MRS B SMEDA	390.00	390.00	2019/06/01	3 73 ves 2	1 MIP	1107756464	221 12526431	SC19019		
8 173080	MRS B SMEDA	65.00	65.00	2019/06/01	I 73 yes 2	1 MIP	1107756464	221 12526431	IC19019		
Total: Run dat Report id	e & time: 2019/05/30 - 10:51:14 ./seq.: mef1/211	5,610,557.00	5,610,557.00	ABSOLUTE CO Member Debit	VER Orders EFT Creation -	STRIKE DATE: 2019/06/01 LI	VE RUN: 2019/06/0	1 CREATED		Page	494
••• E	ind of report mef1/211 * * *		Routing :								

Requested by: Monica Coetsee

Here is the example of the live CEF report:

The total needs to match R 117,089.00.

Page 1

C:00}R Report id	(C:00)Run date & time: 2019/05/30 - 10:51:48 port id./seq.: cef1/121			ABSOLUTE COVER Company Debit Orders EFT Creation - STRIKE DATE: 2019/06/01 LIVE RUN: 2019/06/01 CREATED					
T Member	Name	Amt required	Debit	Credit Acc Date T S	ch Adv Company	CD Controller name	Account Number	Mem Xref	Reference
8 124973	Mrs L Herbert	375.00	375.00	2019/06/01 8	67 yes 10	0	1083280112	995 6338136	SC19019
5 130469	Mr A Herbert	350.00	350.00	2019/06/01 3	67 yes 10	0	1083280112	995 6339000	SC19019
8 132811	Mr J Bester	350.00	350.00	2019/06/01 3	67 ves 10	0	1083280112	99516766724	SC19019
5 113839	Mr H Joosub	390.00	390.00	2019/06/01 3	03 yes 108	0	230257860	221 1663135	SC19019
8 153990	Miss T Joosub	390.00	390.00	2019/06/01 3	03 ves 108	0	230257860	22118151199	SC19019
5 148511	Mr M Le Roux	200.00	200.00	2019/06/01 3	67 yes 77	0	1016448317	995 7385353	SC19025
5 134921	Mr C Fischer	227.00	227.00	2019/06/01 5	72 yes 79	0	4084135823	221 3017648	SC19025
5 134921	Mr C Fischer	65.00	65.00	2019/06/01 I	72 yes 79	0	4084135823	221 3017648	IC19025
3 111656	Mr H Wright	390.00	390.00	2019/06/01 5	73 yes 79	0	4084135823	221 3017664	SC19025
8 111656	Mr H Wright	100.00	100.00	2019/06/01 F	73 yes 79	0	4084135823	221 3017664	FC19025
3 116130	Mr M Mboniso	375.00	375.00	2019/06/01 8	67 yes 55	0	072115149	995/2129/5101	SC19025
8 122785	Ms 3 Pretorius	375.00	375.00	2019/06/01 3	67 yes 85	0	072115149	995 212994582	SC19025
Total:		117,089.00	117,089.00						
	End of report cef1/121 * *	•	Routing :						

Requested by: Monica Coetzee

The totals of these reports will have to match the Live ITB reports total:

Total R 5, 727 646.00. for MEF & CEF.

The next step is to run an ITB test (Bank file).

e	P TRA-LIVE - PuTTY		x
	TRANSACTION CAPITAL INTERFACE MENU 1. Subscription Debit order File 2. Claims Payment Credit File 3. Commissions Payment Credit File		
	4. Response File Q. Quit		
		•	ш., т

We run a Test ITB first for the short-term and then for the long-term policyholders:

Page **13** of **25**



Press Enter:

The file will be run - your request is being processed.





Press space bar to continue.

B TRA-LIVE - PUTTY	
TRANSACTION CAPITAL BANK FILE CREATION -	<u>^</u>
Bun type: TEST	
Generation number: 0000	
Strike Date: 2019/06/01	
Service type: 2	
Action date: 2019/06/01	
Product Type Run: L <mark>O</mark> NG	
	E
Is this a SHORT or LONG Term Product run	

We will follow the same steps to run the long-term report.



Press space bar to continue.

The Test ITB file will be saved under the Total live-work(L) drive on the server, as highlighted in yellow below:

- Short-Term file name is 39007
- Long-Term file name is 39013

🛛 🙀 Favorites	North	Dutemouned	13bc
🧮 Desktop	DBI2147347201vyoI8	2019/05/30 11:01	File
🗼 Downloads	📄 Ibi0UBmza	2019/05/30 11:01	File
🖳 Recent Places	39013_BDB_DEBIT_INPUT_00TEST_190530_39650.eft	2019/05/30 11:00	EFT File
la OneDrive	DBI-197175424mptYxM	2019/05/30 11:00	File
	☐ IbidQ3vVi	2019/05/30 11:00	File
🖓 🔚 Libraries	📄 runlog	2019/05/30 11:00	File
Documents	39007_BDB_DEBIT_INPUT_00TEST_190530_39552.eft	2019/05/30 10:59	EFT File
D 🎝 Music	srtWGmgsN	2019/05/30 10:59	File
▷ 🔤 Pictures	rcdwZmdj9	2019/05/30 10:57	File
Videos	srtPebhW9	2019/05/30 10:57	File
	DinHueNR	2019/05/30 10:57	File
I 🖳 Computer	DBI646387584d6xFc1	2019/05/30 10:57	File
Electric Local Disk (C:)	DBI-2045167744rvv5cA	2019/05/30 10:56	File
▷ 💼 HP_RECOVERY (D:)	DiEVXCe6	2019/05/30 10:56	File
▷ 👝 HP_TOOLS (E:)	srtzfcPoF	2019/05/30 10:46	File
Human Resources (H:)	DBI-880830592HzmnL0	2019/05/30 10:45	File
▷ 🕎 Live-Work (L:)	📄 lbiOdpEJu	2019/05/30 10:42	File

We need to check the totals of the live MEF & CEF against the totals of the test ITB short- & long-term files. Here is an example of the Short Term – 39007 file and the total is R5 684 921.00.

39007_BDB_DEBIT_INPUT_00TEST_190530_39552.eft - Notepad	terrenter ter			
File Edit Format View Help				
010390072019053020190601BDBELITE2 FORMAT				A
0618750500000010832801121000000107500Federal Clearing	TOTALRISK GapCoverTRA	00000132	SC190193 10 C	
060510010000002302578601000000078000HRJ Property	TOTALRISK GapCoverTRA	00000232	SC190194 108 C	
0618750500000014980208791000000106000Euroberry	TOTALRISK GapCoverTRA	00000332	SC190195 112 C	
06250655000006220067622110000001730000ppi Draai	TOTALRISK GapCoverTRA	00000432	SC190196 113 C	
0618750500000010095496931000000222000The Cherry Gold Group	TOTALRISK GapCoverTRA	00000532	SC190197 117 C	
0647001000000014152561342000000022700L KRIEGLER	TOTALRISK GapCoverTRA	0222232	SC190185 173064 S	
064700100000015566814272000000045500C BENNETT	TOTALRISK GapCoverTRA	02222332	SC190186 173066 S	
0625400500000620616611641000000022700J DE BRUYN	TOTALRISK GapCoverTRA	02222432	SC190188 173068 S	
06470010000001145373672200000022700EB BOIKANYO	TOTALRISK GapCoverTRA	02222532	SC190189 173073 S	
062540050000062745740838100000039000D55 LE ROUX	TOTALRISK GapCoverTRA	02222632	SC190190 173076 S	
0619876500000011077564641000000045500B SMEDA	TOTALRISK GapCoverTRA	02222732	SC190191 173080 S	
90022227000000000 <mark>568492100</mark> 885384454829				

Here is an example of the Long Term – 39013 file and the total is R42,725.00.

39013_BDB_DEBIT_INPUT_00TEST_190530_39650.eft - Notepad		and then			
File Edit Format View Help					
010390132019053020190601BDBELITE2 FORMAT					
06051001000000243088914100000025000Amadwala Group Benefits	TRALIFE	LifeCoverTRA	00000132	FC190227 2323 C	E
0625065500000620348408021000000027500Drimagnic CC	TRALIFE	LifeCoverTRA	00000232	FC190230 2327 C	
066320050000004075010022100000055000smokey Mountain	TRALIFE	LifeCoverTRA	00000332	FC190231 2337 C	
060510010000000403018261000000100005 Da Silva	TRALIFE	LifeCoverTRA	00000432	FC163386 101439 5	
064700100000001459375821200000015000T LETSEKHA	TRALIFE	LiteCoverTRA	00045532	FC190059 172892 5	
06198765000000117670308010000000150000w MOHONE	TRALIFE	LifeCoverTRA	00045632	FC190099 172936 5	
06470010000001558447308200000015000Z CHRISTIAN	TRALIFE	LifeCoverTRA	00045732	FC190162 173025 S	
0619876500000011362987381000000015000M P BOTES	TRALIFE	LifeCoverTRA	00045832	FA190180 173059 S	
0619876500000011362987381000000015000M P BOTES	TRALIFE	LifeCoverTRA	00045932	FC190181 173059 S	
90000459000000000000 <mark>4272500</mark> 724724480339					

Once the totals balance, the live ITB will be run which will drop the bank file in the folder for the upload to the bank.



Press space bar to continue.

Page 18 of 25



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TRAIVE - PUTTY
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Press space bar to continue.

The live folder for Short-term & Long-term will be saved automatically under Total Live work (L) under Finance / Bank Files/ short-term _39007 and long-term_39013 as indicated below.



There is a file collection every 30 minutes. We need to check that the file is collected.

 ★ Favorites ■ Desktop Downloads 3 Recent Places ▲ OneDrive 	39007_BDB_DEBIT_INPUT_000038_190530_41073.eft	Date mounneu Type 2019/05/30 11:24 AM EFT Fi 2019/05/23 12:30 PM File fo	e 4 386 H
OREUTIVE Favorites Desktop Downloads Recent Places OneDrive	Name Image: style="text-align: center;">Image: style="text-align: center;"/>Image: style="text-align: center;"////////////////////////////////////	Date modified 2019/05/30 11:26 2019/05/23 12:30	l ype EFT File File folder

Once the files are collected, we will receive notification emails from Transaction Capital (EFT Payment Solutions). There is one for Short-Term and one for Long-Term. These files must be authorised by the Head of the Membership & Billings or the Head of Accounts department.

Below are all the notifications emails received from Transaction Capital and MIP to indicate that the files were sent and received.

▲ Date: To	day			
0	EFT@TCPaymentSolutions.co.za Dear Client, Attached please find the Cont	Control Report for TOTAL RISK ADMINISTRAT Thu 2019/05/30 trol Report for the processed batch/file. Please feel free to contact us	9	Ρ
Q	EFT@TCPaymentSolutions.co.za Dear Client, Attached please find the Cont	Control Report for TOTAL RISK ADMINISTRAT Thu 2019/05/30 trol Report for the processed batch/file. Please feel free to contact us	9	Ρ
	noreply@totalrisksa.co.za	TOTAL RISK ADMINISTRATORS - Notice: Bank Thu 2019/05/30	5	Ρ

This is the notification from the MIP system that shows that the Short-Term (39007) and Long-Term (39013) files were transferred to Transaction Capital.

N noreply@totalrisksa.co.za Lizette du Plessis; Monica Coetzee + TOTAL RISK ADMINISTRATORS - Notice: Bank Files File(s) to Transaction Capital transferred 2019/05/30

*** This is an automated email from TOTAL RISK ADMINISTRATORS

*** generated by FTP PUT Transaction Capital Bank files

*** Please do not reply to this email

- *** Any queries to be directed to healthalert@mip.co.za
- ************************************

The following Bank Files file(s) were transfered to Transaction Capital

SOURCE: /u1/traliv/wrk/finance/Bank_Files/Short_Term_39007/39007*.eft /u1/traliv/wrk/finance/Bank_Files/Long_Term_39013/39013*.eft /u1/traliv/wrk/finance/Bank_Files/Claims_Paym_200029/200029*.eft

DESTINATION: Server: FTP Server for Transaction Capital Path/File : /Live/39007/OUT/39007_BDB_DEBIT_INPUT_000038_190530_41073.eft /Live/39013/OUT/39013_BDB_DEBIT_INPUT_000037_190530_41170.eft

This is the control report for the Short-Term (39007) file for authorisation, received from Transaction Capital:

F	EFT@TCPaymentSolutions.co.za Geoff	Du Preez; Lizette du Plessis; Monica Coetzee; Marie Fleming; Desse Ivanova TRSA; MARCELLINO.COOMBS@TCPAYMENTSOLUTIONS.CO.ZA; + 2 🗸
E	Control Report for TOTAL RISK ADMINIST	RATORS (PTY
	20190530_1130582_39007_CONTROLL_TOTALS.TXT	

Dear Client,

Attached please find the Control Report for the processed batch/file.

Please feel free to contact us on 0861 232 3282 , should you require further information.

Regards The TCPS Team

Please note: This content is subject to the disclaimer as displayed at the following link http://tcpaymentsolutions.co.za/terms-of-use

Please do not reply to this email.

The notification will be authorised by the Head of the Accounts Department (Monica Coetzee):

PROCESSED	TC PAY CONTROL TOTALS FI USER CODE 3900	MENT SOLUTIONS. LE PROCESS SUMMARY FO 07 TOTAL RISK ADMINI	PAGE NUMBER: R: STRATORS (PTY	1
	REPORT DATE: Thur	sday 30 May 2019		
ACTION DATE	: 20190601			
REJECTED TOTA ACCEPTED TOTA GRAND TOTALS	ALS: 4 ALS: 22223 : 22227	900.00 5,684,021.00 5,684,921.00		
M Coetzee_ Authorised Si	ignature	30/05/2019 Authorised Date	2	
PROCESSED FIL	LE : 39007_BDB_DEBI	T_INPUT_000038_190530	_41073.eft	

The authorisation for short-term 39007, will be saved on the U Drive on the as indicated below.

Save As	state to be a state of the stat				×
Compu	uter 🕨 MCoetzee (U:) 🕨			👻 🍫 Search	MCoetzee (U:)
Organize 👻 New fo	lder				:= 🗸 🔞
🔆 Favorites	Name	Date modified	Туре	Size	
📃 Desktop 🗉	20190529_1730215_200029_CONTROLL_T	2019/05/30 08:50	Text Document	1 KB	
🗼 Downloads 🗌	20190523_1700198_200029_CONTROLL_T	2019/05/24 09:17	Text Document	1 KB	
📃 Recent Places	20190523_1230157_39007_CONTROLL_TO	2019/05/23 12:45	Text Document	1 KB	
i OneDrive	20190523_1230150_39013_CONTROLL_TO	2019/05/23 12:44	Text Document	1 KB	
	20190523_1130140_39013_CONTROLL_TO	2019/05/23 12:41	Text Document	1 KB	
🥃 Libraries	20190523_1130151_39007_CONTROLL_TO	2019/05/23 12:40	Text Document	1 KB	
Documents	20190521_2100226_200029_CONTROLL_T	2019/05/22 09:54	Text Document	1 KB	
J Music	20190516_2100346_200029_CONTROLL_T	2019/05/17 09:13	Text Document	1 KB	
Pictures	20190514_2100092_200029_CONTROLL_T	2019/05/15 09:09	Text Document	1 KB	
🛃 Videos	20190513_1130162_39013_CONTROLL_TO	2019/05/13 11:41	Text Document	1 KB	
	20190513_1130164_39007_CONTROLL_TO	2019/05/13 11:40	Text Document	1 KB	
File name: 201	90530_1130582_39007_CONTROLL_TOTALS.TXT				-
Save as type: Tex	t Documents (*.txt)				-
) Hide Folders		Encoding:	ANSI	▼ Sav	/e Cancel

The same process will be followed for the authorisation for long-term – 39013 file.

20190530_1130308_39013_CONTROLL_TOTALS.TXT - Notepad	
INE Edit Format View Help ROCESSED TC PAYMENT SOLUTIONS. PAGE NUMBER: 1 CONTROL TOTALS FILE PROCESS SUMMARY FOR: USER CODE 39013 TOTAL RISK ADMINISTRATORS(PTY)	
REPORT DATE: Thursday 30 May 2019	
ACTION DATE : 20190601	
REJECTED TOTALS : 0 0.00 ACCEPTED TOTALS : 459 42,725.00 GRAND TOTALS : 459 42,725.00	
M Coetzee30/05/2019 Authorised SignatureAuthorised Date PROCESSED FILE : 39013_BDB_DEBIT_INPUT_000037_190530_41170.eft	

Save As	NAMES OF A DESCRIPTION OF A DESCRIPTIONO	-				X
Compute	er ► MCoetzee (U:) ►			👻 🐓 Sear	rch MCoetzee (U;)	م
Organize 🔻 New fold	er					• (?)
•	Name	Date modified	Туре	Size		A
Computer	20190530_1130582_39007_CONTROLL_TO	2019/05/30 11:35	Text Document	1 KB		=
Local Disk (C:)	20190529_1730215_200029_CONTROLL_T	2019/05/30 08:50	Text Document	1 KB		
	20190523_1700198_200029_CONTROLL_T	2019/05/24 09:17	Text Document	1 KB		
HP_TOOLS (E:)	20190523_1230157_39007_CONTROLL_TO	2019/05/23 12:45	Text Document	1 KB		
Human Resource	20190523_1230150_39013_CONTROLL_TO	2019/05/23 12:44	Text Document	1 KB		
EIVE-WORK (L:)	20190523_1130140_39013_CONTROLL_TO	2019/05/23 12:41	Text Document	1 KB		
👷 FTP DropBox (IN:	20190523_1130151_39007_CONTROLL_TO	2019/05/23 12:40	Text Document	1 KB		
Totaik (K:)	20190521_2100226_200029_CONTROLL_T	2019/05/22 09:54	Text Document	1 KB		
MCastan (II)	20190516_2100346_200029_CONTROLL_T	2019/05/17 09:13	Text Document	1 KB		
Patabases (M/)	20190514_2100092_200029_CONTROLL_T	2019/05/15 09:09	Text Document	1 KB		
	20190513_1130162_39013_CONTROLL_TO	2019/05/13 11:41	Text Document	1 KB		-
File name: 20190	0530_1130308_39013_CONTROLL_TOTALS.TXT					•
Save as type: Text [Documents (*.txt)					-
) Hide Folders		Encoding:	ANSI	-	Save	ancel

Monica Coetzee will email the signed authorised control sheet for short-term 39007 to Transaction Capital (PaymentSolutions):

7	From 🔻	monica@totalrisksa.co.za				
\triangleright	То	EFT@TCPaymentSolutions.co.za; Geoff Du Preez, Lizette du Plessis; Marie Fleming; Desse Ivanova TRSA				
Send	Сс	MARCELLINO.COOMBS@TCPAYMENTSOLUTIONS.CO.ZA; DAWN.STEYN@TCPAYMENTSOLUTIONS.CO.ZA;				
	Bcc					
	Subject	RE: Control Report for TOTAL RISK ADMINISTRATORS (PTY				
	Attached	20190530_1130582_39007_CONTROLL_TOTALS.TXT 804 bytes				
Good	day					

Please find attached authorised control report.

Kind regards,

Monica Coetzee HEAD: MEMBERSHIP, BILLINGS & ACCOUNTS	TOTAL RISK ADMINISTRATORS (PTY) LTD An authorised financial services provider, FSP No 40815
TEL 011 372 1540 FAX 011 372 1579 WEB www.totalrisksa.co.za	16 Jersey Drive, Longmeadow Business Estate (East), Longmeadow, Edenvale, Johannesburg, 1609 P. O. Box 8012, Greenstone, 1616 Products underwitten by Aults & Greenst Insurance Company, Limited - Reg No 1923/13880001, FSP No 16354, Guardink Lefs Limited - Reg No 1998/1392206 - FSP No 76 Guardink Lefs Limited - Reg No 1998/1392206 - FSP No 76
	F LIKE OUR VEW OUR VOURDE OWNNEL VISIT OUR

Monica Coetzee will email the signed authorised control sheet for long-term 39013 to Transaction Capital (PaymentSolutions).

From T monica@totalrisksa.co.za				
To EFT@TCPaymentSolutions.co.za;	Geoff Du Preez: Lizette du Plessis: Marie Fleming: Desse Ivanova TRSA			
Cc MARCELLINO.COOMBS@TCPAYN	ENTSOLUTIONS.CO.ZA; DAWN.STEYN@TCPAYMENTSOLUTIONS.CO.ZA; LUCIA.MOATSHE@TCPAYMENTSOLUTIONS.CO.ZA			
Bcc Subject PE: Control Penort for TOTAL PIS				
Attached 20190530_1130308_3901 803 bytes	3_CONTROLL_TOTALS.TXT			
Good day				
Please find attached authorised control rep	ort.			
Kind regards,				
Monica Coetzee HEAC: MEMBERSHIP, BILLINGS & TOTAL RI	SK ADMINISTRATORS (PTY) LTD			
ACCOUNTS An authorised TEL 011 372 1540 16 Jersey D P 0 Box 8	financial services provider, FSP No 40815 ivu, Longmasdow Business Estate (East), Longmeadow, Edenvale, Johannesburg, 1609 1/2 Greenston, a 1/2 Greenston, a 1/			
FAX 011 372 1579 Products WEB www.totalrisksa.co.za Auto & Ge	na, disensitatione years underweitlen by: under Inwarden Company, Limited - Reg No 1973.016880/06 - FSP No 16354.			
Guardri	micratario Company umilia - kio no trazizionestato - FSP No 25, a Life Limited - Reg No 1998/0719/22/06 - FSP No 26			
	LIKE OUR FACEBOOK PAGE VIEW OUR YOUTUBE CHANNEL VIEW OUR WEBSITE			
TOTAL RISKADMINISTRATORS				
monica@totalrisksa.co.za	All Unread		Bv Date 🗸	Ť
Inbox 85	![꺅] ഥ @ TO SUBJECT	RECEIVED	S C M ♡	
Replacing shadenetting	▲ Date: Today			
Drafts	. Q: EFT@T RE: Control Report for TOTAL RISK ADMINISTRATORS(PTY)	Thu 2019/05/30 11:.	1	2
Sent Items	Good day Please find attached authorised control report. Kind regards, Monica Coetzee		17	
	Q U EFT@T RE: Control Report for TOTAL RISK ADMINISTRATORS (PTY	Thu 2019/05/30 11:.	1	

Good day Please find attached authorised control report. Kind regards, Monica Coetzee

ZF Lemforder new apps

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We need to submit the debit order files per debit order date/strike date (1st, 7th, 15th, 25th, 26th) two days before the debit order/strike dates. The submission deadline is at 12 o'clock the afternoon.

Ρ