

# Bookkeeping Do's and Don'ts in Applied Epic



When bookkeeping is done correctly in Applied Epic, agencies can trust their balances, stay current on payables and receivables, and avoid costly errors that ripple across payroll, commissions, and carrier relationships. Use this checklist to assess your agency's bookkeeping health.

- ✓ **Record bank activity daily** to ensure receipts and disbursements are entered exactly as they appear on the bank statement.
- ✓ **Reconcile bank accounts through the month** in Applied Epic with the rolling bank ending balance.
- ✓ **Run the Aged Outstanding Current Balances Report weekly** to confirm clients are paid/refunded, accounts remain current, and review if any credits need to be applied to debits.
- ✓ **Run the Aged Current Premium Payables report weekly** to ensure no premium payables are missed.
- ✓ **Run the Balancing Current Receivable Report at month end** to verify that the summary page payable balance matches both the GL Account balance and the company/broker payable totals on the Balance Sheet.
- ✓ **Run the Balancing Current Receivables Report at month end** to confirm the ending balance matches the Account Receivable on the Balance Sheet.
- ✓ **Run the Bank Reconciliation Detail Report for outstanding items only** at month end to ensure that the total difference aligns with the Balance sheet vs actual bank balance.
- ✓ **Create Premium Payables using the carrier invoice**, ensuring the amount matches exactly.
- ✓ **Use "Right Click > Pay Statement"** when paying premium payables.
- ✓ **Record Payroll** in Applied Epic accurately and timely.
- ✓ **Reconcile Producer/Brokers** monthly and associate it to the disbursement or journal entry accordingly.
- ✓ **Enter client agency bill payments and carrier return premiums** promptly into the trust account.
- ✓ **Transfer Agency Bill Commission** from the trust bank account to the operating bank account routinely, but always leave a buffer.

# Bookkeeping Do's and Don'ts in Applied Epic



- X **Do not mix business and personal finances.** Company credit cards and operating accounts must be used strictly for company expenses.
- X **Do not fall behind** on entering bank transactions.
- X **Do not use the wrong bank accounts** for entries.
- X **Do not enter Direct Bill Commission receipts** without planning to enter a corresponding reconciliation statement.
- X **Do not keep months open** after closing periods.
- X **Do not keep the prior year open** while running January financials.
- X **Do not use generic GL codes** for all expenses. Categorize properly.
- X **Do not rely solely on your bank balance** to assess financial health.
- X **Do not pay carrier premiums from the operating account.**
- X **Do not pay operating expenses from the trust account.**
- X **Do not enter the wrong commission amount** on agency bill transactions.
- X **Do not guess which PPE (Premium Payable Entity) to use** on your policies, transactions, or GL entries.
- X **Do not allow accounting activities to fall behind.**

Looking for expert assistance with bookkeeping in Applied Epic? Kite Technology has a team of Applied Epic Agency Bookkeepers dedicated to providing comprehensive bookkeeping services. **Reach out to us at [consult@kitetechgroup.com](mailto:consult@kitetechgroup.com) or visit our website.**