



**WARRANTY SOLUTIONS®**

AN AMYNTA COMPANY

# **PCRS+ TRAINING GUIDE**

## **RPT600 Payee Statement**

## LEGEND

As you navigate this guide, you will come across several icons that signify general, important, and critical information. These icons are specifically designed to draw your attention to essential details related to the tasks you are performing within the PCRS+ system. Below is a legend explaining the icons and their significance.



General reminder to save your changes before moving on to the next step.



General information/reminder relevant or specific to the current step.



Important information/reminder relevant or specific to the current item of focus and/or must be completed before proceeding.



Critical information/reminder that must be completed prior to proceeding. The highest level of attention must be paid to this information.

# Introduction

This Reporting guide leads you through the RPT600 Payee Statement available to Agents and Payees in the Policy Claims and Reporting Solutions (PCRS+) for Warranty Solutions. This report is available based on the permissions assigned to you. Please contact your Account Executive for additional details.

This guide will cover:

- RPT600 – Payee Statement

## **Disclaimer**

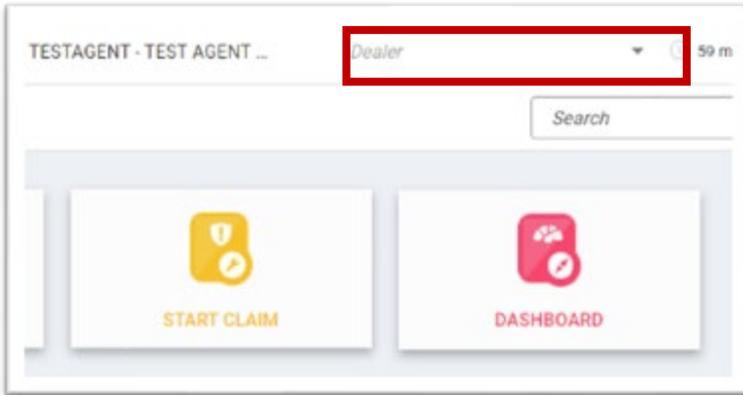
This guide is created by and specific to the Warranty Solutions Program. All numbers are for demonstration purposes only. Portions of this training are from PCMI Corporation's PCRS software. All rights reserved.

## RPT600 Payee Statement

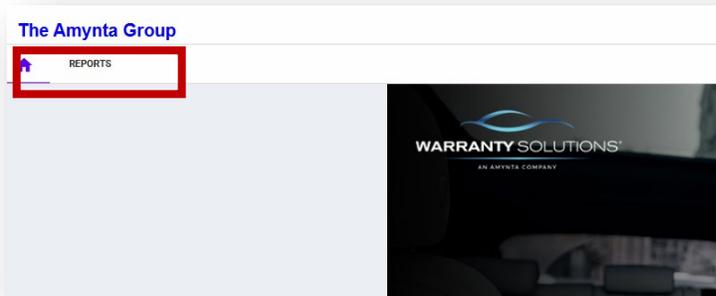
The RPT600 report is available online 24/7, providing continuous access to verify your commission and payee payments. Please note that paper statements are no longer issued with commission checks. Instead, you must retrieve your payment details by accessing the report online. This requirement also applies to anyone receiving payments via ACH or through self-service channels.

**Depending on your role (Dealer, Agent, Payee etc, your view will differ)**

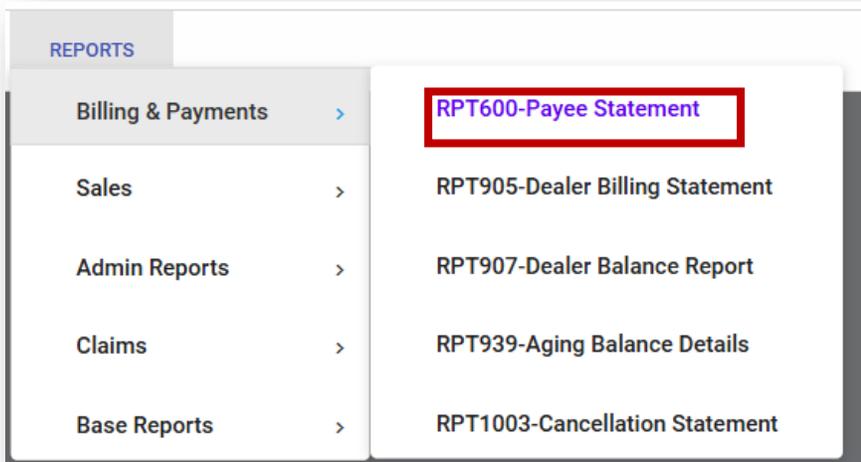
- 1. If you are an AGENT:** From the PCRS Home screen, select the dealer you want to view reporting.



- 2. If you are a Payee or Dealer:** From the PCRS Home screen, click on reports.



- 3. Using the menus, navigate to Reports, Billing & Payments and select the RPT600 Payee Statement Report to open the report.**

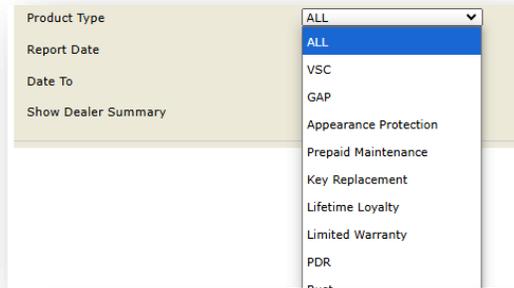


4. To view the report, specify the parameters you wish to display. Below we will cover the key parameters.

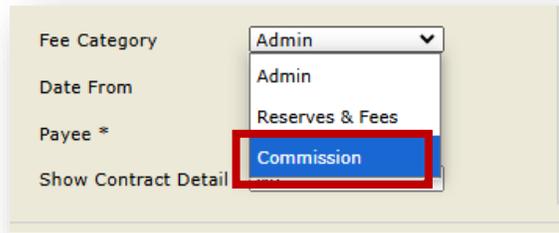
**Depending on your role (Dealer, Agent, Payee etc, your view will differ)**



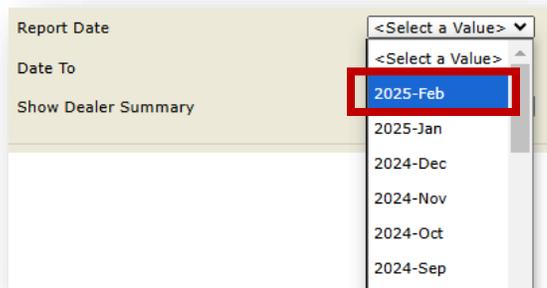
5. **Product Type:** You can choose all or a specific product type.



6. **Fee Category:** Select Commission



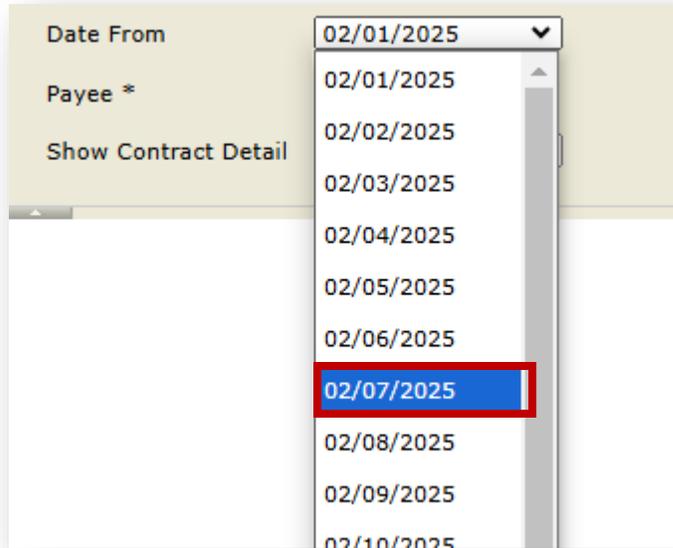
7. **Report Date:** Select the MONTH you want to display.




Please note: If any combination of the commission payment week falls into a different month, 2 reports would have to be generated since Report Date is month specific.

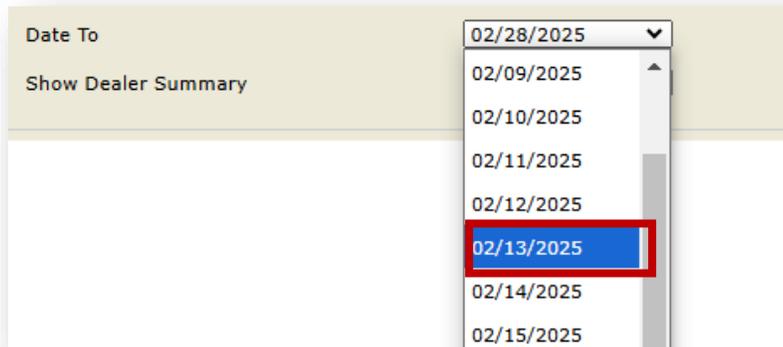
8. **Date From:** This date should be the first day of the commission week of payment. The commission week is Friday through Thursday.

**For Example:** For commission received on 2/21/25, you would put the Date From 2/7/25.



9. **Date To:** This date is the last date of commission payment.

**For Example:** For commission received on 2/21/25 you would put the Date To at 2/13/25.



10. Click on **View Report**.



11. Report will display below.

ABC Dealer LLC RPT600 - Payee Statement					2025-Feb-24 10:49 AM	
Payee Number:	AG00000000	Report Month:	2025-Feb			
Payee Name:	ABC Dealer	Dealer Group Type:	ALL			
Billing Address:	14800 Trinity Blvd	Dealer Group:	ALL			
Billing City:	Ft. Worth, Texas 76155	Product Type:	ALL			
Phone Number:	Ph: (111)111-1111	Summary by Dealer:	No			
Date Range:	01/07/2025 - 02/13/2025	Show Contract Detail:	No			

Current Month Summary				
Category	New Business	Cancellation	Adjustment	Grand Total
VSC-Select Standard-Street	15	\$9,100.00	0	\$0.00
<b>Total</b>	<b>15</b>	<b>\$9,100.00</b>	<b>0</b>	<b>\$0.00</b>

Current Month	\$1000.00
ITD Balance	\$1000.00
Manual Adj.	\$0.00
Payments	(\$1000.00)
<b>New Balance</b>	<b>\$1000.00</b>

Year to Date - Total				
Category	New Business	Cancellation	Adjustment	Grand Total
VSC-Select Standard-Street	20	\$2000.00	0	\$0.00
<b>Total</b>	<b>20</b>	<b>\$2000.00</b>	<b>0</b>	<b>\$0.00</b>

Current Year Total	\$2000.00
ITD Balance	\$0.00
Manual Adj.	\$0.00
YTD Payments	(\$1000.00)
<b>New Balance</b>	<b>\$1000.00</b>

Payments 2/1/2025 - 2/28/2025				
Date	Check Number	Memo	Amount	
2/7/2025		February Payment Payment for 10 contract(s)	(\$1000.00)	

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12. Select the disk to export to PDF, Excel, PowerPoint, or Word.

