



Setup Guide

Insurance Source – Copying Rate Tables

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ARKONA Setup Guide

Use this Setup Guide to learn how to copy a credit insurance rate table from one insurance source to another.

Important note: Copying a table from one insurance source to another will delete any existing entries in the 'to' company rate table.

1. Take option 50=Application Environment from the Business Office menu and take option 1=Select by Insurance Sources.
2. Take option 2=Change by the insurance source that you want to copy the rate tables to.
3. Use function F5=Rate Table to display the rate tables.
4. Use function F5=Copy to display the Copy From window.

```
B00010DA          A R K O N A          11/10/04
JIM              Business Office Application Environment

Insurance Rate Table For Standard Insurance
2=Change 4=Delete
--Decreasing-- ----Level-----
Op Term  Single  Joint  Single  Joint  A&H 1  A&H 2  A&H 3  A&H 4
-      36          300

Copy From:

Company
Insurance Source*  ___
Credit Life Rates  _
A&H Rates          _

F12=Cancel

F5=Copy  F6=Add  F12=Cancel

Bottom

F3=Exit
```

Copy From Window

5. Enter the company number of the Business Office company you want to copy rate tables from.
6. Hit F4 on the Insurance Source* field and take option 1=Select by the insurance source you want to copy the tables from.
7. Enter Y if you want to copy the credit life rates and disability rates and press [ENTER] to copy.