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| Document | iDynamics Credit Insurance | | |
| Title | <i>User's guide</i> | | |
| Class. | Microsoft Dynamics 365 Business Central | | |
| Code | IN-KUS | Date | 4 DE FEBRERO DE 2019 |

IDYNAMICS CREDIT INSURANCE

USERS' GUIDE

Document Version: **1.0**

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Author Name: **DPT. I+D+I**



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iDynamics Credit Insurance facilitates the risk management of customers based on the credit insurance, and helps to obtain the necessary reports for the relationship with the insurance company.

The starting point is the creation of an Insurance company file, which is contracted a credit insurance policy. Is assigned to the customers the the coverage amount.

iDynamics Credit Insurance uses the "Maximum credit" field of Microsoft Dynamics 365 Business Central to complement the standard functionality.

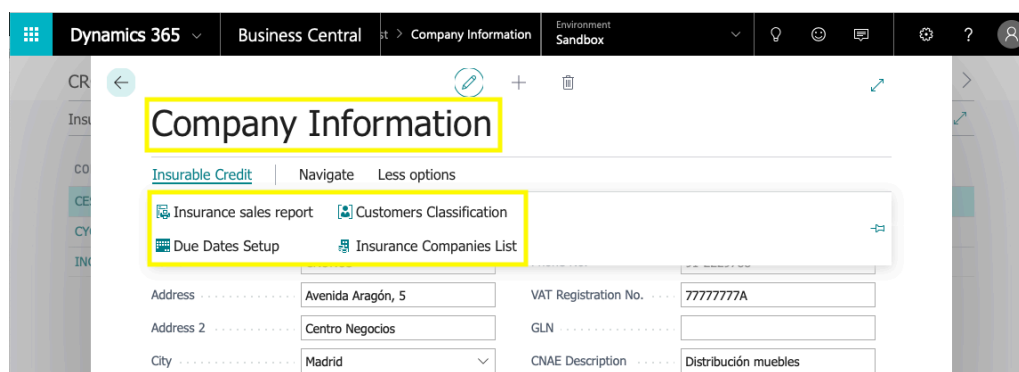
A customer classification is added to be used in obtaining the corresponding reports based on the insured.

iDynamics Credit Insurance is an extension easy to setup and quick to implement. In this section you will find information that will help you to set up and use iDynamics Credit Insurance in your company. If you are a partner or a customer that needs to extend functionality, you will find important information in the Developers section.

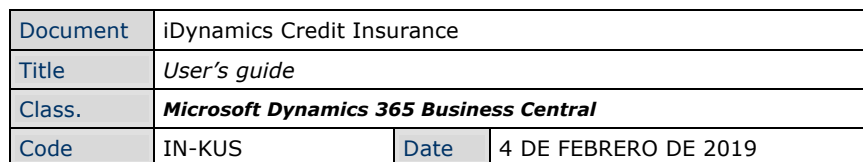
Usage instructions

In the ribbon of the *Company Information* page, within the *Home* tab, the *Insurable Credit* menu hosts the job actions of the function.

- Maturity setup
- Classification of customers
- List of insurance companies
- Sales report by insurer



You can access to due dates setup, to customers classification and insurance companies list from the manual setup page.



1. Due Dates Setup

CR < DUE DATES SETUP >

Inst + New Edit List Delete Open in Excel Filter List

| DUE - UP TO DAYS | |
|------------------|----|
| | 30 |
| | 60 |

2. Customers Classification

Dynamics 365 | **Business Central** | Customers Classification | Environment Sandbox

CR CUSTOMERS CLASSIFICATION

Search + New Edit List Delete Open in Excel

| CODE | | DESCRIPTION |
|-----------------|---|--------------------------------------|
| CONTADO | : | Cientes con forma de pago al contado |
| EMP. VINCULADAS | | Empresas vinculadas por Intercompany |
| PARTICULARES | | No empresas |
| | | |

You assign the customer in the customer tab.



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3. Insurance Companies List

From the *Company information* tab, the action *Lists insurance companies* leads us to their maintenance.

| CODE | NAME | PHONE NO. | CONTACT | ACTIVE |
|-----------|--------------------------|-----------|-------------------|-------------------------------------|
| CESCE | CESCE | | | <input type="checkbox"/> |
| CYC | Crédito y Caución | | Fernando González | <input type="checkbox"/> |
| INCREBUSS | Credit insurance company | 967010113 | Juan Riesgo | <input checked="" type="checkbox"/> |

The first time we access this page we will find the list empty. From this page we will maintain the table *Insurance companies* and will facilitate access to the management of the *Insurable credit policies* and the *Allocation of credit* to customers.

The actions that we will be able to execute from this page will be:

- Manage the files of *Insurance companies*
 - New
 - Edit
 - Delete
- Process Insurance Companies.
 - Activate insurance company
 - Deactivate insurance company
- Navigate

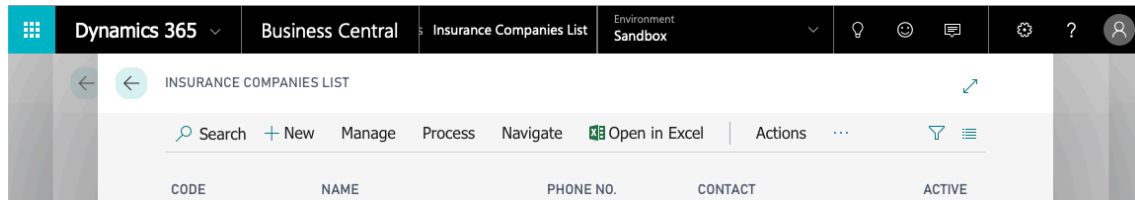


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- Insurance credit policies. Is the access to the credit policies dependent on the insurance company.

3.1. Insurance company

From the list of *Insurance companies* we will access the files of *Insurance companies*.



Once we execute the "New" action, the system shows us the "Insurance Company" page where we will fill in the information about the company.

Active insurance company

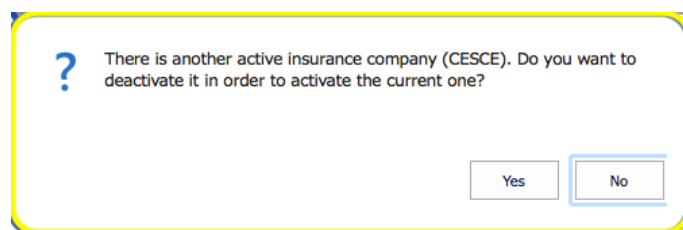
The card is automatically activated as it is the only insurance company in the table.

For later registrations of new insurance companies, the activation will be manual.

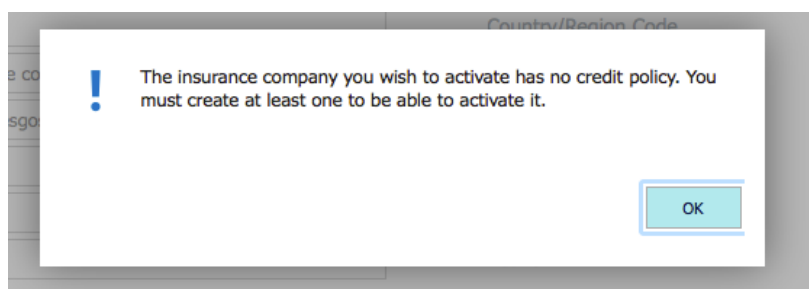
When an "active" *Insurance company* file exists and we want to activate a new company, the system will warn us about the existence of the previous one and will propose us its deactivation.



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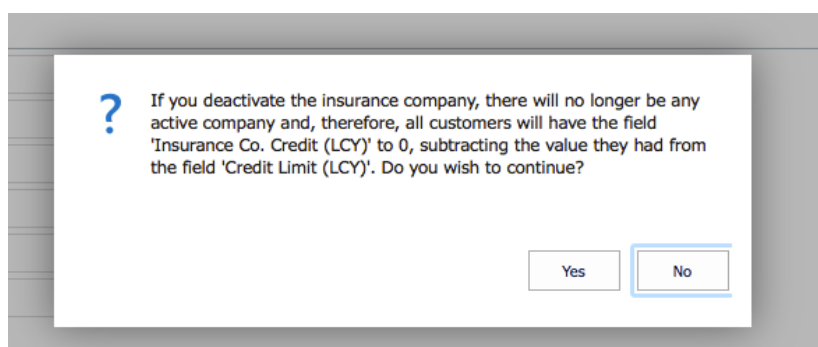


If the new insurance company has no policy defined, the system warn us of the circumstance and does not let us continue.



Disable insurance company

The function allows us to stop using the policy that is active and dependent on the insurance company. If the policy was assigned to a client, the system indicates this circumstance and the result after the desactivation.



3.2. Insurable credit policies

An insurance company must have credit policies assigned to it in order to be activated. For the same insurance company, you can create as many credit policy cards as you want, but only one of them will be active.

When we activate an insurance company and it only has one policy assigned to it, the policy is automatically activated.

List of insurable credit policies

- Manage
 - New



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- Edit
- Delete
- Process
 - Activate
 - Delete customer credit policies
- Report
 - Print policy
- Navigate
 - Customer credit policies

Credit policy statement

The credit policy form consists of two parts:

- A part referring to the policy itself and its characteristics.
- Another part refers to the assignments of insurable credit assigned to customers.

INSURABLE CREDIT POLICY CARD
INCREBUSS · POLIZA 180001

Process Report Navigate | Actions Navigate Report Less options

General

Insurance Company C... **INCREBUSS** Coverage End Date 31/01/2019

Policy No. POLIZA 180001 Notification period for...

Policy Amount (LCY) 2,000,000.00 Comments

Subscription Date 08/01/2019 Active

Coverage Start Date 31/01/2019

Customer Credit Request Lines | Manage

| CUSTOMER NO. | CUSTOMER NAME | REQUEST DATE | REQUEST TYPE | AMOUNT REQUESTED (LCY) | RESOLUTION STATUS | RE DA |
|--------------|--------------------|--------------|--------------|------------------------|-------------------|-------|
| 10000 | Adatum Corporation | 31/01/2019 | Increase | 0,00 | Pending | |
| 20000 | Trey Research | 31/01/2019 | Increase | 0,00 | Pending | |
| 30000 | School of Fine Art | 31/01/2019 | Increase | 0,00 | Pending | |

The identifier of a credit policy is the insurance company code and the policy number.
In order for a credit policy to be active, the required fields are:

- Policy no
- Coverage start date
- Date of end of coverage

Other fields are:



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- Policy amount (DL). This corresponds to the amount, in Local Currency, contracted with the insurance company. When assigning credit coverage to customers, the sum of the coverage allocated to all customers must not exceed this amount.
- Date of subscription. Date on which the policy is taken out. It does not involve any type of validation with respect to the rest of the information.
- Deadline for notification. It informs about the period of time available to us to inform the company of the non-payment of any of the customers with credit coverage. This is a date formula field.
- Comments. Free text field.
- Active. Indicates the status of the policy. This field is controlled in an automated way, through action functions.

In the menu of the card we have the options of handling a credit policy.

The image displays three sequential screenshots of the 'INSURABLE CREDIT POLICY CARD' interface. Each screenshot shows the card title 'INCREBUSS · POLIZA 180001' and a menu bar with options: Process, Report, Navigate, Actions, Navigate, Report, and Less options. The first screenshot highlights the 'Actions' menu, which includes 'Activate Credit Policy' and 'Delete Customer...Credit Policies'. The second screenshot highlights the 'Navigate' menu, which includes 'Customer Credit Policies'. The third screenshot highlights the 'Report' menu, which includes 'Print Policy'.

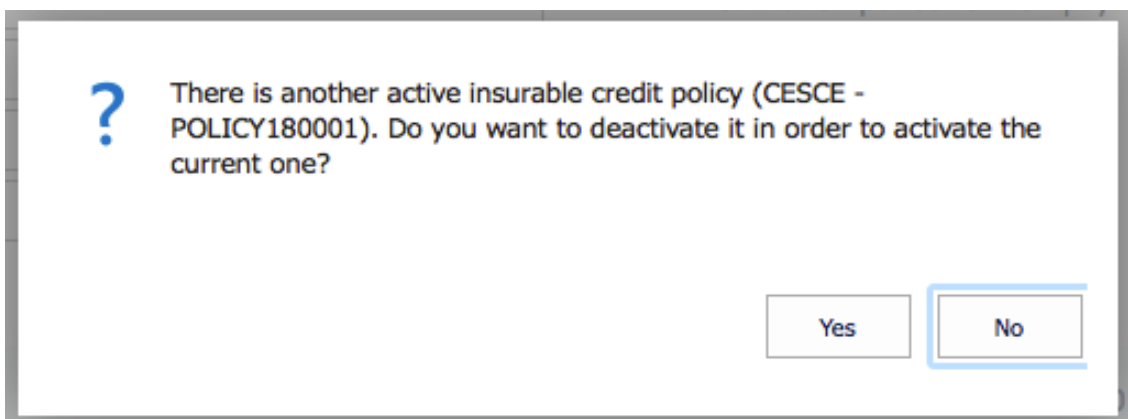
Activate credit policy

When this action is executed, the existence of an active credit policy is checked.

If there is an active credit policy, it is indicated by a message. The message tells us the number of the active policy and the insurance company to which it belongs.

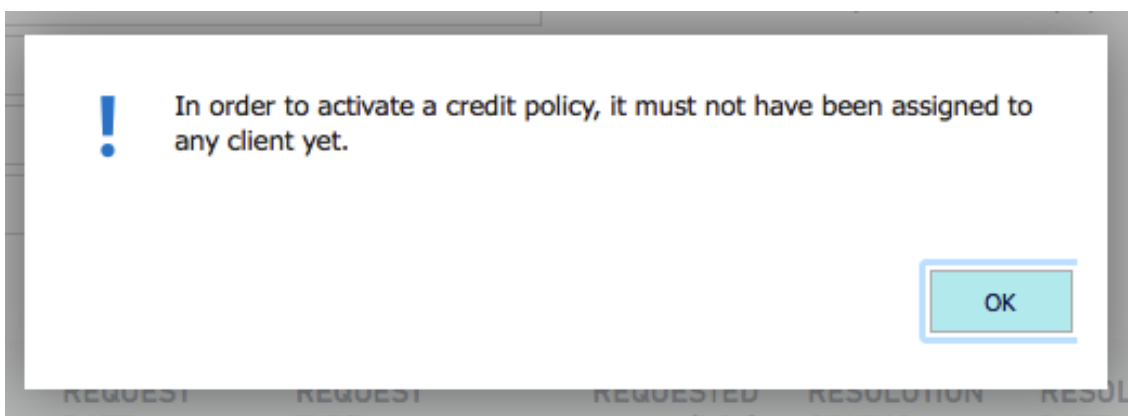


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Answering Yes, the function deactivate the indicated policy and will activate the policy of the card.

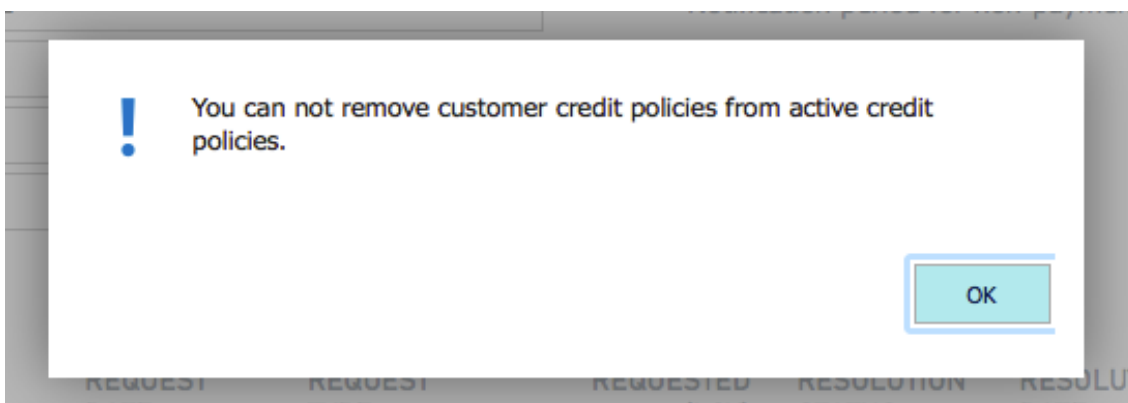
If the policy to be activated already has customer assignments, the function will indicate this with a new message.



Delete customer credit assignments

To remove customer assignments from an insurable credit policy, it must be inactive.

If we try to remove the customer assignments and the source policy is not inactive, the function displays a warning message.



If the credit line is active, the function displays the list of assignments of the credit policy.



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Print policy

Printing a credit policy presents some selection options.

EDIT - INSURABLE CREDIT POLICY

Options

Show Detail ☐

Insurable Credit Policy

Show results:

Where: Insurance Company Code Is: INCREBUSS

And: Policy No. Is: POLIZA 180001

Customer Credit Policy

Show results:

Where: Customer No. Is:

Customer Credit Request

Show results:

Where: Request Date Is:

And: Amount Requested (LCY) Is:

And: Amount Granted (LCY) Is:

Send to... Print Preview Cancel

In addition to Microsoft Dynamics 365 Business Central's own options, we can determine whether the report shows us details of customer assignments or not.

26/04/2018

PÓLIZA DE CRÉDITO ASEGURABLE

COMPañA ASEGURADORA: CYC

Nº PÓLIZA: CYC-00001

IMPORTE PÓLIZA (EUR): 500.000,00

FECHA INICIO COBERTURA: 1 DE ENERO DE 2018

FECHA FIN COBERTURA: 31 DE DICIEMBRE DE 2019

ACTIVA: SI

CLIENTES

| Nº CLIENTE | NOMBRE CLIENTE | IMPORTE PÓLIZA CLIENTE | | | |
|----------------------------------|-----------------------|------------------------|-------------------|------------------|-------------------|
| 10000 | GDE Distribución S.A. | 1.000,00 | | | |
| FECHA SOLICITUD | TIPO SOLICITUD | IMPORTE SOLICITADO | ESTADO RESOLUCIÓN | FECHA RESOLUCIÓN | IMPORTE CONCEDIDO |
| 01/01/18 | Aumento | 1.000,00 | Concedida | 01/01/18 | 1.000,00 |
| TOTAL ASIGNADO AL CLIENTE 10000: | | | | | 1.000,00 |



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Customer credit policies

Shows the list of customers with assigned credit policy.

| CUSTOMER NO. | CUSTOMER NAME | INSURANCE COMPANY CODE | POLICY NO. | CUSTOMER POLICY AMOUNT (LCY) | ACTIVE |
|--------------|--------------------|------------------------|---------------|------------------------------|--------|
| 10000 | Adatum Corporation | INCREBUSS | POLIZA 180001 | 0,00 | Yes |
| 20000 | Trey Research | INCREBUSS | POLIZA 180001 | 0,00 | Yes |
| 30000 | School of Fine Art | INCREBUSS | POLIZA 180001 | 0,00 | Yes |

From the "Customer Credit Application Lines" subform we can manage the allocations of insurable credit for all our customers.

3.3. Customer credit application lines

The *Insurable Credit Policy Form* page contains a drop-down list showing the different actions taken with the insured customers. From this dropdown we can create the credit policy assignments to customers. Automatically, if the customer referred to in the application does not have a customer credit card assigned to him, he will be registered.

| REQUEST DATE | REQUEST TYPE | AMOUNT REQUESTED (LCY) | RESOLUTI... STATUS | RESOLUTI... DATE | AMOUNT GRANTED (LCY) | COMMENTS |
|--------------|--------------|------------------------|--------------------|------------------|----------------------|----------|
| 31/01/2019 | Increase | 0,00 | Pending | | 0,00 | |

In the drop-down menu you will find the following fields:

- Customer no.
 - Must exist in the *Customers* table.
- Customer name.
 - Recovers from the *Customers* table. It is non-editable.



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- Date of request for the action to be taken.
 - Must be equal to or higher than the effective date of coverage and less than or equal to the effective date of coverage.
 - There cannot be two applications for the same customer with the same application date.
- Type of request. It only allows two possible "Increase or Decrease" values.
- Amount requested (DL). Coverage amount, in local currency, requested for the action indicated.
 - If the action requested is "Increase", the amount will always be positive.
 - If the action requested is "Decrease", the amount will always be negative.
- Status of the resolution.
 - The difference possible values are:
 - Pending
 - Granted
 - Denied
 - The initial status is "Pending". Once changed to any of the other values, it can no longer be modified.
- Resolution date.
 - It shall be indicated whenever the status of the decision is "Granted" or "Denied".
 - If the status is "Pending", its assignment is not allowed.
 - The resolution date cannot be earlier than the date of application, nor later than the date of end of coverage of the policy.
- Amount granted (DL).
 - It will be assigned whenever the status of the application is changed to "Granted".
 - It may not exceed the amount requested.
- Comments.
 - Free text

3.4. Customer

The customer tab contains all the information related to the customer. Regarding *Insurable credit policies*, we find the following fields and actions:

- Customer classification code
 - From this window we will assign a classification code to the uninsured customer. This information is used in the *Insured and Uninsured Sales Report*.
- Company credit (DL)
 - In this field, the uninsured credit granted by the company to the customer is assigned.
 - This is an amount of credit in addition to the credit covered by the credit facility.



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- The field is editable.
- Insurance credit (DL)
 - This is a non-editable field. This is the sum of the amount granted (DL) for each customer credit application line.

Together with the company credit (DL), it constitutes the maximum credit granted to the customer.

- Maximum credit (DL)
 - Field not editable.

Specifies the maximum amount by which the customer is allowed to exceed payment balances before appropriate warnings are issued. Consists of the insured and uninsured credit granted to the customer.

Maximum customer credit control

The control of whether a customer exceeds the credit limit granted is a standard function. The insurable credit function adds a lock action to the standard warning.

In the header of the sales order and the sales invoice, a field has been added "Allow overdue customer credit". The default value of the field is "False". For a user to be able to unblock the sales order, he must have *Read and Modify" permissions on the table "Unblock Customer Credit Overcome"(7142126). Each time you block or unblock an order or sales invoice, a record is saved in this table "Customer credit unblocking exceeded".



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Unlocked Customer Credit Exceeded

| | | | |
|---------------|------------|------------------------|---------|
| Search | Edit List | Open in Excel | |
| USER ID ▼ | DATE ▼ | ACTION ▼ | COMMENT |
| ADMINISTRADOR | 09/04/2018 | Allow Cust. Credit ... | |

The information stored in the table is:

- Action
 - Action taken:
 - Allow customer credit exceeded
 - Do not allow customer credit exceeded
- Date
 - Date of implementation of the action
- User Id
- Document type
 - Order
 - Invoice
- No.
 - Document number

A role called "NON-UNLOCKING-RISK" has been created. It must be assigned to the user or groups of users, except for users with the set of "SUPER" permissions, so that they can unlock or lock orders and sales invoices that are locked due to exceeding the credit limit.

3.5. Reports sales by insurer

The report shows the insured and uninsured sales, within the specified period.

Groups the movements by days to maturity according to the values included in the table *Setting due dates*.

Displays all customer transactions whose *Document Type* is White, Bill of Exchange, Invoice and Credit Memo.

Note that the process of recording an invoice that generates bills of exchange creates three types of customer transaction record: the record of type "Invoice", the record of type "blank" for the settlement of the invoice and the record of type "Bill of exchange" for the conversion of the invoice in effect.

When requesting the execution of the report, it is assumed that there is only one active policy and that the policy belongs to the only active insurance company.



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EDIT - INSURANCE SALES REPORT

Options

Start Date

End Date

Insurance Company Code INCREBUSS ...

Policy No. POLIZA 180001 ...

Show Detail ☐

Send to... Print Preview Cancel

The user can determine:

- The start date: Date from which the customer movement records will be processed.
- The end date: Date up to which the customer movement records will be included in the process.
- See detail: Select or deselect. Indicates whether the report should show the details of the movements or not.

If we leave the "View detail" field unchecked, the result of the report will look like this:

CRONUS España S.A.

DECLARACIÓN DE VENTAS

PERIODO: 1 DE JUNIO DE 2018 .. 31 DE JULIO DE 2018

ASEGURADORA: CYCCIA01

Nº PÓLIZA: CYC01PLZ01

DIVISA LOCAL: EUR

OPERACIONES A SEGUABLES (POR DURACIÓN DEL CRÉDITO)

| PAÍS | DURACIÓN (D) | IMPORTE | IMPORTE PENDIENTE |
|------------------|--------------|------------|-------------------|
| ESPAÑA | 30 | -67.280,00 | 0,00 |
| ESPAÑA | > 90 | 139.200,00 | 69.600,00 |
| TOTAL A SEGUABLE | | 71.920,00 | 69.600,00 |

TOTAL VENTAS71.920,0069.600,00



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If there were uninsurable sales the look would be:

CRONUS España S.A.

DECLARACIÓN DE VENTAS

| | | | |
|---------------|---|--|--|
| PERIODO: | 1 DE JUNIO DE 2018 .. 31 DE JULIO DE 2018 | | |
| ASEGURADORA: | CYCCIA01 | | |
| Nº PÓLIZA: | CYC01PLZ01 | | |
| DIVISA LOCAL: | EUR | | |

| OPERACIONES ASEGURABLES (POR DURACIÓN DEL CRÉDITO) | | | |
|--|--------------|------------|-------------------|
| PAÍS | DURACIÓN (D) | IMPORTE | IMPORTE PENDIENTE |
| ESPAÑA | 30 | -67.280,00 | 0,00 |
| ESPAÑA | > 90 | 139.200,00 | 69.600,00 |
| TOTAL ASEGURABLE | | 71.920,00 | 69.600,00 |

| OPERACIONES NO ASEGURABLES (POR MOTIVOS) | | | |
|--|--|----------|-------------------|
| MOTIVO | | IMPORTE | IMPORTE PENDIENTE |
| NO ASEGURADA | | 2.941,76 | 2.941,76 |
| TOTAL NO ASEGURABLE | | 2.941,76 | 2.941,76 |

| | | |
|--------------|-----------|-----------|
| TOTAL VENTAS | 74.861,76 | 72.541,76 |
|--------------|-----------|-----------|

For each of the countries to which the sale was made, a line is shown according to the period in which the days until the expiration of each sale are included. Displays the total of the amounts of the customer movements included in the report and the amount of such a sale that remains to be settled (risk).

If we mark the "View Detail" field, the result of the report will be similar to that of the following image:



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CRONUS España S.A.

DECLARACIÓN DE VENTAS

PERIODO: 1 DE JUNIO DE 2018 .. 31 DE JULIO DE 2018
 ASEGURADORA: CYCCIA01
 N° PÓLIZA: CYC01PLZ01
 DIVISA LOCAL: EUR

OPERACIONES ASEGURABLES (POR DURACIÓN DEL CRÉDITO)

| PAÍS | DURACIÓN (D) | | | | | IMPORTE | IMPORTE PENDIENTE |
|------------------|----------------|----------------|------------|----------------|--------------|------------|-------------------|
| ESPAÑA | 30 | | | | | -67.280,00 | 0,00 |
| N° CLIENTE | NOMBRE CLIENTE | FECHA REGISTRO | FECHA VTO. | TIPO DOCUMENTO | N° DOCUMENTO | IMPORTE | IMPORTE PENDIENTE |
| C00010 | PRATS DE XIL | 01/06/2018 | 01/07/2018 | Factura | 103038 | 2.320,00 | 0,00 |
| C00010 | PRATS DE XIL | 01/06/2018 | 01/06/2018 | | 103038 | -2.320,00 | 0,00 |
| C00010 | PRATS DE XIL | 01/06/2018 | 01/07/2018 | Efecto | 103038 | 2.320,00 | 0,00 |
| C00010 | PRATS DE XIL | 01/06/2018 | 01/06/2018 | | 103039 | -69.600,00 | 0,00 |
| PAÍS | DURACIÓN (D) | | | | | IMPORTE | IMPORTE PENDIENTE |
| ESPAÑA | > 90 | | | | | 139.200,00 | 69.600,00 |
| N° CLIENTE | NOMBRE CLIENTE | FECHA REGISTRO | FECHA VTO. | TIPO DOCUMENTO | N° DOCUMENTO | IMPORTE | IMPORTE PENDIENTE |
| C00010 | PRATS DE XIL | 01/06/2018 | 01/07/2020 | Factura | 103039 | 69.600,00 | 0,00 |
| C00010 | PRATS DE XIL | 01/06/2018 | 01/07/2020 | Efecto | 103039 | 69.600,00 | 69.600,00 |
| TOTAL ASEGURABLE | | | | | | 71.920,00 | 69.600,00 |

TOTAL VENTAS 71.920,00 69.600,00

The difference with the previous report lies in the detailed information of the transactions that make up the amounts for each of the periods. For each of the customer movements, the following information is displayed:

- Customer number
- Customer's name
- Date of registration of the document
- Expiration date of the document
- Type of document
- Document number
- Amount of the sale
- Amount to be recovered

In both reports, both for the sales amount and for the amount to be collected, the following totals are shown:

- Total insurable
- Total uninsurable
- Total sales