Participant worksheet

Review a proposed match

All records, references and amounts are invented. Use the source rows below to propose identity-match candidates. Record unresolved items; do not calculate a payout or treat a match as proof of payment.

Fictional policy register

Register	Carrier	Policy	Term	Producer
R01	FIC-A	00104	TERM-2026	P-ALPHA
R02	FIC-A	00105	TERM-2026	P-BETA
R03	FIC-A	00105	TERM-2026	P-GAMMA
R04	FIC-B	00104	TERM-2026	P-DELTA

Fictional statement rows

Row	Carrier	Policy	Term	Amount	CCY	Source
S01	FIC-A	00104	TERM-2026	12.00	USD	EXAMPLE-STATEMENT-A
S02	FIC-A	00105	TERM-2026	20.00	USD	EXAMPLE-STATEMENT-A
S03	FIC-A	00999	TERM-2026	8.00	USD	EXAMPLE-STATEMENT-A
S04	FIC-B	00104	TERM-2026	-5.00	USD	EXAMPLE-STATEMENT-B
S05	FIC-A	00104	TERM-2027	12.00	USD	EXAMPLE-STATEMENT-C

Your review

For each row, retain the source reference, list every candidate register row and write what still needs the responsible reviewer. Do not select the first duplicate. Keep policy IDs as text, including leading zeros. The key is on page 2.

Row	Candidate register row(s)	Review state + source reference	Unknowns / next person to review
S01			
S02			
S03			
S04			
S05			

Manual review key

Compare this key after completing page 1. These dispositions apply only to the invented fixture. Carrier, policy and term references are not a universal real-world matching rule.

S01: one identity-match candidate

FIC-A / 00104 / TERM-2026 has one register row: R01 / P-ALPHA. Retain EXAMPLE-STATEMENT-A and S01. This is a candidate only, not approval of a commission or proof of receipt.

S02: ambiguous

FIC-A / 00105 / TERM-2026 has two rows: R02 / P-BETA and R03 / P-GAMMA. Retain both candidates and EXAMPLE-STATEMENT-A / S02. Do not choose the first; ask the responsible agency reviewer.

S03: unmatched

FIC-A / 00999 / TERM-2026 has no register row. Keep EXAMPLE-STATEMENT-A / S03 and the missing-reference state. Do not invent a producer or label the amount unpaid.

S04: signed adjustment

FIC-B / 00104 / TERM-2026 has one row: R04 / P-DELTA. Preserve -5.00 USD and EXAMPLE-STATEMENT-B / S04. Identify the signed adjustment for the responsible finance reviewer; do not turn it positive or apply a payout rule.

S05: term mismatch

FIC-A / 00104 refers to TERM-2027; R01 refers to TERM-2026. Retain EXAMPLE-STATEMENT-C / S05. Do not silently reuse R01 or mark a match confirmed.

What this exercise cannot establish

No expected rate, earned or owed balance, split, accounting entry, bank transaction, payroll, tax treatment, actual receipt or recovery is asserted. A later statement needs a new review. Check the agency's existing downloads, imports and reports with its responsible staff before proposing another tool. No AMS integration is implemented or promised.

Sources and publisher

The existing fictional CSVs and web review key are at insuranceagencyvirtualassistant.com/software#commission-review. This printable version reuses those same five cases; it is not a new test or measured result.

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