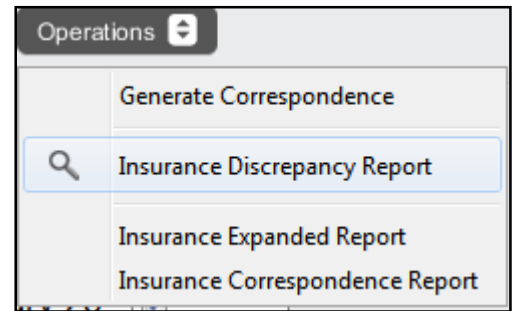


The **Insurance Discrepancy Report** is designed to be as flexible as possible.

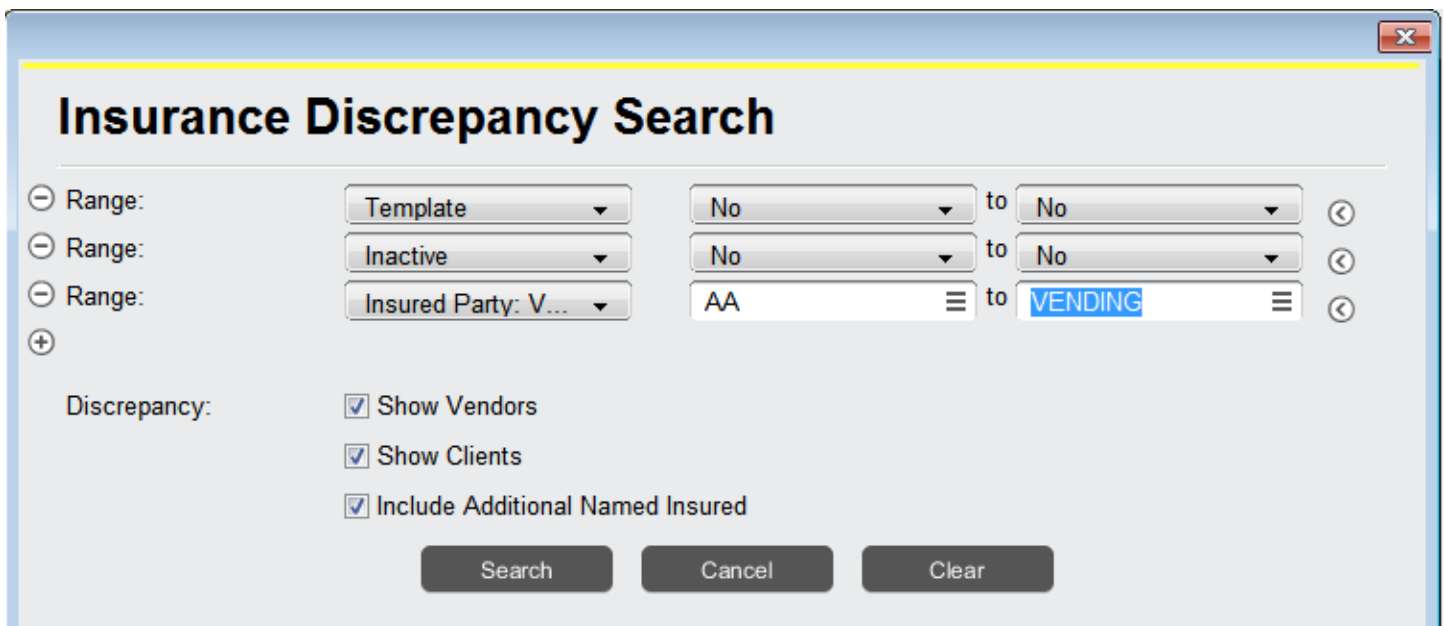
This report runs several important checks:

- It checks that all Client/Tenant and/or Vendor records in your resource tab have insurance certificates.
- It checks if any required amounts have not been met on your insurance certificate records.
- It checks if the additional insured “verified” check box on your insurance certificate records has been checked and, if not, flags this on the report.



To access this report, go to the **Operations** menu on the Insurance List and select Insurance Discrepancy Report.

You can also access this report by going to **Administration→Reports** from the Console, and navigating to the list of insurance reports to find the Insurance Discrepancy Report.




A screenshot of the 'Insurance Discrepancy Search' form. The form has a title bar with a close button. Below the title, there are three 'Range:' sections, each with a dropdown menu and a 'to' field. The first two ranges are set to 'Template' and 'Inactive', both with 'No' in the 'to' field. The third range is set to 'Insured Party: V...' with 'AA' in the 'to' field. Below these, there are three checkboxes under the 'Discrepancy:' label: 'Show Vendors', 'Show Clients', and 'Include Additional Named Insured', all of which are checked. At the bottom, there are three buttons: 'Search', 'Cancel', and 'Clear'.

## This report will identify:

- A required amount that has not been met.
- An additional insured that has not been verified.
- Any tenants that do not have an insurance record in the system.

## Example of the Insurance Discrepancy Report:

<div>  <div> <b>Insurance Discrepancy Report</b>  <b>DIG Property Group</b>                      50 Congress Street                      Boston, Massachusetts 02109                 </div> </div>							
Number	Insured Party Coverage	Name Policy	Phone In Force From	Insurer In Force To	Contact Occurrence	Property Amount	Required
0004	BUGBEGONE	The Bug Be Gone Company	1-800-BUG-GONE	UMBRELLA	HOLMES.B UGSY	100 BEACON	
	GL	1234-45	Jan 1 08	Dec 31 12	each	\$1,000,000	\$1,000,000
	WC	5556-89899	Dec 1 07	Dec 1 12	each	\$800,000	\$750,000
0005	ABC	ABC Lighting Company		INSUREDPRO	BRITE.JACK	100 BEACON	
	WC	1234-45	Jan 1 08	Dec 31 12	each	\$100,000	\$75,000
	GL	5556-89899	Dec 1 07	Nov 30 12	each	\$1,000,000	\$1,000,000
\$	AUTO	54321	Jul 1 07	Jun 30 12	each	\$250,000	\$500,000
0008	PAINTME	Paint Me Happy		INSUREDPRO	ROLLER.FR ANK	100 BEACON	
	GL	GL-99089777	Mar 1 08	Mar 1 12	each	\$2,000,000	\$1,500,000
	WC	WC-00987-112	Feb 1 08	Feb 28 12	each	\$1,000,000	\$750,000
0011	ACTADV	Acton Adventures		INSUREDPRO	BUNGEE.B OB	100 BEACON	
\$	GL	1122588	Sep 1 11	Sep 30 12		\$800,000	\$1,500,000
	GL	GL-00087677	Mar 1 11	Feb 28 12	each	\$1,000,000	\$1,000,000
	WC	WC-00009-Lk9	Jan 1 11	Dec 31 12		\$925,000	\$750,000