

**Special Attention: Unit Statistical Personnel**

Date: June 22, 2004

**ALL ASSOCIATION MEMBERS**

Circular Letter 04-1420

**RE: ACCCT Announces BEEP 3.0 - Update To Desktop  
BEEP & BEEP User Guide Addendum**

Attached please find an announcement from the American Cooperative Council on Compensation Technology (ACCCT), dated June 10, 2004, regarding the release of Desktop BEEP 3.0, a Bureau Entry and Edit Package that allows for entry and edit of unit statistical reports. This announcement is intended for customers using desktop version BEEP. It does not impact those using the Web-Based BEEP 1.0.

Also attached from ACCCT is a BEEP User Guide Addendum Desktop Version 3.0, dated June 10, 2004, which is a supplement to the Desktop BEEP User Guide and is available on the ACCCT web site at [www.accct.org](http://www.accct.org).

Please refer to the attached documents for further details. If you have questions regarding this notice please contact our Unit Statistical Plan Department at 952.897.1737, Option 4.



## **ACCCT ANNOUNCES BEEP 3.0 UPDATE TO DESKTOP BEEP**

**June 10, 2004**

ACCCT is pleased to announce the release of Desktop BEEP 3.0, a Bureau Entry and Edit Package that allows for entry and edit of unit statistical reports. Complete documentation and instructions for using Desktop BEEP 3.0 are found in the User Guide and the User Guide Addendum available through the ACCCT Web site at [www.accct.org](http://www.accct.org).

NOTE: This announcement is intended for customers using the desktop version of BEEP. It does not impact those using the Web-Based BEEP 1.0. As a reminder, while Desktop BEEP 3.0 is distributed via the ACCCT Web site, it should not be confused with the Web-Based BEEP 1.0, which was previously announced.

The 3.0 release of Desktop BEEP includes enhancements and improvements to the software. Some of the more notable are:

- Improved "Copy" function
- Improved "Calculate" function
- Enhanced State Specific Edits
- Updated State Specific Statistical/Classification Code Tables
- Updated Part/Nature/Cause Code tables

Instructions for downloading Desktop BEEP 3.0 are provided on the ACCCT Web site.

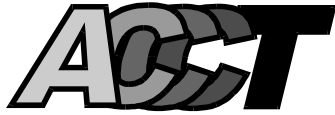
We encourage you to use Web-Based BEEP 1.0, but we continue to be sensitive to the fact that some of our customers may not be prepared to move to that product at this time. If you are interested in reviewing the Web-Based BEEP 1.0 product please visit <https://www.accct.org/beep/help.pdf>. This is the link to the Web-Based BEEP 1.0 User Guide, which will provide additional information about this product. You will also find contact information for each of the ACCCT participants on the Web site, so if you have questions please contact the appropriate representative(s).

There are known differences between Desktop and Web-Based BEEP. Data providers should be mindful of these differences and choose the BEEP application that conforms to their individual business needs and practices.

**IMPORTANT NOTE FOR USERS IMPORTING WCSTAT FILES INTO DESKTOP BEEP 3.0:** In Desktop BEEP 3.0, imported unit reports are validated differently than manually entered unit reports, therefore validation results may differ. Desktop BEEP 3.0 was not designed to provide robust editing of imported files from carrier systems, due to the high potential for affecting the performance. If it is your desire to use Desktop BEEP 3.0 to edit carrier system generated WCSTAT files, we encourage you to utilize the Web-Based BEEP 1.0 product.

ACCCT looks forward to continuing to provide quality products to assist the Workers Compensation community in the area of electronic data exchange.

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**BEEP USER GUIDE ADDENDUM**  
**DESKTOP VERSION 3.0**  
**June 10, 2004**

This is a supplement to the Desktop BEEP User Guide and is available on the ACCCT web site. The Guide provides instructions and information that you will need when using the Desktop BEEP product. If you are a new user we strongly suggest that you read the User Guide before you begin using BEEP.

Please note that the Desktop BEEP User Guide was developed for earlier BEEP releases and most of the information/instruction included has not changed with the 3.0 BEEP upgrade. Because of that the Desktop BEEP Users Guide has not been updated. This notice will assist you in identifying the enhancements/updates contained in BEEP 3.0.

The instructions for loading BEEP are found on the ACCCT web site.

As with previous Desktop BEEP releases we want to inform you of the enhancements/updates that are included in the new release that impact your use of the product.

The BEEP 3.0 enhancements and updates include:

- Improved "Copy" function
- Improved "Calculate" function
- Enhanced State Specific Edits
- Updated State Specific Statistical Code table
- Updated Part/Nature Cause Code tables

The following issues have been resolved in this version:

- Submission Control Record (Record Type 9) count amended.
  - Allows for a creation of a submission for New Jersey.
  - Requires a Correction Type Code if Correction Sequence Number (Link record position 40) is <0 or blank.
  - Field values are edited during batch validation.
  - Duplicate USRs are not allowed within the same submission.
  - The file sequence number is reset when it reaches 999.
  - BEEP supports resizing of the BEEP windows.
  - Exposure records are not available during the Copy function on subsequent USRs.
  - Deductible code descriptions (2<sup>nd</sup> 2 positions) coincide with WCIO descriptions (code 10-11.)
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Please note the following changes to the contact information found in the Guide:

- Workers' Compensation Insurance Rating  
Bureau of California Telephone Number Change Only  
1-888-229-2472
- Wisconsin Compensation Rating Bureau Telephone Number Change Only  
1-262-796-4540
- Insurance Services Office, Inc. (ISO) Address Change Only  
545 Washington Blvd., Jersey City, NJ 07310