

ftwilliam.com
Administration Software
Users Group Meeting
Meeting #10 September 3, 2013

Agenda

- ▶ Options on the 'Admin' menu
- ▶ Reports & print styles
- ▶ New releases August 2013
- ▶ Future enhancements
- ▶ Open forum

Options on the 'Admin Menu

- ▶ Edit Company Profile option
 - Available to master user only
 - Many options impact the admin software

Administrative Menu

Select Activity

- [Print Blank Checklists](#)
- [Print Blank Adoption Agreements for Prototype-Style Plans](#)
- [Print IRS Letters for Prototype & Volume Submitter Plans](#)
- [Print ftwilliam signed amendments for Prototype & Volume Submitter Plans](#)
- [Print Compliance List](#)
- [Print List of Deleted Plans](#)
- [Edit Document/SAR/AFN Print Settings](#)
- [Portal Settings](#)
- [5500 WorkFlow](#)
- [SAR/AFN/5500-SSA Defaults](#)
- [Edit Company Profile](#)
- [Edit User\(s\)](#)
- [Download all plan information by checklist](#)
- [Extract selected plan information for all plans](#)
- [Mandatory Cash Out Sample Customer Letter](#)
- [Roth 401\(k\) Sample Customer Letter](#)
- [Roth 401\(k\) Sample Description](#)
- [Extract selected 2012 5500 information for all plans](#) | [2011](#)
- [Payment Authorization Form](#)
- [Download 'Tell a Friend' Form](#)
- [View Online Usage Agreement](#)



Edit Company Profile

- ▶ Time out
- ▶ Print orientation
- ▶ Show full SSNs
- ▶ Use divisions

Company Options

Brand Name:	FTW Consulting	
Time out in minutes:	150	
Admin Print Settings:	Portrait	▼
Show full SSNs in Admin reports:	No	▼
Default IRS representative:	▼	
Use Divisions	No	▼ Help
Default Permission for "Guest" Divisions	Visible/Access	Yes ▼
	Retirement Documents	Edit ▼
	Welfare Documents	Edit ▼
	Nonqualified Documents	Edit ▼
	TIAA Documents	Edit ▼
	IRS Forms	Edit ▼
	1099 Forms	Edit ▼
	5500 Forms Package	Edit ▼
	5500 Portal	Edit ▼
	Compliance Module	Edit ▼
	Portal	Edit ▼
	Proposal	Edit ▼

[Update](#) [Close](#)

Divisions

- ▶ Manages user access to plans
- ▶ Configured in three (3) locations:
 - Company Profile – enable divisions & set default permissions
 - Edit Divisions – edit descriptions; move companies between divisions
 - Edit Users – set the home division for each user & assign guest division permissions



Divisions – Example

Division A	Division B	Division C	Division D
Plan 1	Plan 5	Plan 9	Plan 12
Plan 2	Plan 6	Plan 10	
Plan 3	Plan 7	Plan 11	
Plan 4	Plan 8		
User W (home division)	User X (home division)	User Y (home division)	User Z (home division)
User Y (guest division – view only)	User Y (guest division – view only)		
User Z (guest division – edit)	User Z (guest division – edit)	User Z (guest division – edit)	



Reports & Print Styles

- ▶ Set Printing Parameters => Edit/Create Custom Styles/Set Default Client Letter
 - Global screen
 - Can add a client letter – available to all client packages

Select Printing Parameters

Company: **My Company**

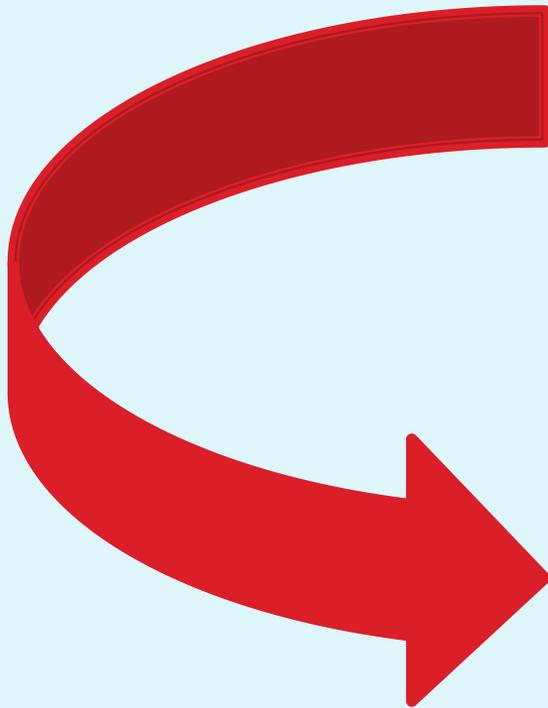
Plan: **My Company JN Training Plan 2012**

Year End: **2012-12-31**

[Return](#) | [Edit/Create Custom Styles - Set Default Client Letter](#)



Editing Print Style



Edit Print Styles

Company: **My Company**
Plan: **My Company JN 2012 Demo Plan**
Year End: **2012-12-31**

[Return](#)

Edit Style Parameters

Description	JN Intermediate Style
Overall Options	
Font Type	Calibri ▾
Page Margin Left	.5 ▾
Page Margin Right	.5 ▾
Page Margin Top	.5 ▾
Page Margin Bottom	.5 ▾
Fit To Page	Yes ▾
Center Page	Yes ▾
Title Options	
Title Font Size Line 1	14 ▾
Title Font Size Line 2	12 ▾
Title Font Size Date	10 ▾
Title Border Line	All ▾
Title Border Width	Normal ▾
Title Border Type	Double ▾
Title Shading (percent)	10 ▾
Title Vertical Align	Top ▾

Select a Print Style

- ▶ Can select one style for all or by individual report

Select Printing Parameters

Company: **My Company**

Plan: **My Company JN 2012 Demo Plan**

Year End: **2012-12-31**

[Return](#) | [Edit/Create Custom Styles - Set Default Client Letter](#)

Select Print Parameters - Cover Letter

	Style	Orientation
Cover Letter	JN Default Cover Letter Style ▼	Portrait ▼

Select Default Print Parameters

Set Defaults for All reports	Style	Orientation
All Reports	Default Plain ▼	Portrait ▼
Change All Reports		

Select Print Parameters - Standard Reports

Report	Style	Orientation
Eligibility Status	JN Intermediate Style ▼	Landscape ▼
HCE Key Determination	Default Intermediate ▼	Landscape ▼
Key Determination for Next Year	JN Intermediate Style ▼	Portrait ▼
Allocation Report	Jane's Elaborate Style ▼	Landscape ▼



Reports & Print Styles

- ▶ Change print style
 - Four default styles available
 - Can copy a default style & edit the copy to adjust:
 - Font – style & color
 - Margins
 - Borders & shading
 - Also can add custom messaging for participant statements
- ▶ Need to select the new style for reports & statements
- ▶ Also select orientation

Recent Enhancements

- ▶ New option on the census upload screen
- ▶ Copy contribution amounts from transaction menu to census
- ▶ New edit check in Transaction/Statement menu
- ▶ Viewing transaction file
- ▶ Top heavy test report shows the officer status for 5% owners.
- ▶ Plan data transfers to 8955-SSA during automatic push

Census Upload Screen

- ▶ New option for year 2 & later to copy fields from prior year OR upload with census:
 - Ownership percentage
 - Family code
 - Family relationship
 - Officer status
 - New comparability group number
 - Employee class
 - Employee class other
 - Employee type



Census Upload Screen

- ▶ Default is to copy from prior year

Census Upload Menu

Company: **My Company**
Plan: **My CompanyJN 2011 Demo Plan**
Plan Type: **401(k)**
Year End: **2013-12-31**

New master records will be created for any participants on the spreadsheet with no matching SSNs on master file.
Existing master records will be updated for matching, valid **SSN** on master file.
You must manually flag participants as 'inactive' on the master file.

New current year census records will be created for participants not currently on the census.
Existing current year census records will be deleted.

Copy Ownership %, Family Code, Family relationship, Officer, Cross Test group codes, EE class, EE class other from prior year census: - Selecting 'Yes' will copy from prior year even if these items are on the current year census

Upload file name:

Number of rows to ignore:

Number of rows containing data:

Data must begin in the first column.

[Return](#)



Copy Contributions

- ▶ There's now two-way traffic between the testing/census side and the transaction menu
 - Can upload contributions from the vendor and push them to the census
 - Will overwrite any allocation there
 - We recommend re-running the scrub & allocation after doing this



Copy Contributions

- ▶ See link & caution below

Create/Compare Batch

- [Create New Batch](#)
- [Create Ending Balance](#)
- [Allocate Bal Frwd Earnings](#)
- [Create MATCHSH Batch from Allocations](#)
- [Compare 401K Transactions to Allocations \(Differences Only\) | csv \(All\)](#)
- [Create \\$149714.34 Allocations from 401K Batch - **CAUTION: This will overwrite \\$149500.00 of Allocations.**](#)
- [Create ROTH Batch from Allocations](#)
- No MATCH allocations.
- [Create PS Batch from Allocations](#)
- [Upload Lincoln version 2 Transaction File](#) | [Download File](#) | [Map Lincoln version 2 Sources](#)



New Edit Check

- ▶ Error message in the Transaction/Statement Menu if there are transactions in the batch with a contribution source code different from the transaction batch type
- ▶ Example – 401(k) batch with Roth contributions

Batch Not Posted ERROR: Invalid Sources/Accts found: Source ROTH does not match transaction type Contrib-401K



Transaction File

- ▶ Can now access the last transaction file uploaded for all vendors except Mass Mutual & ING

Create/Compare Batch

[Create New Batch](#)

[Create Ending Balance](#)

Need Beg Balance and No End balance Transactions to Allocate Bal Frwd Earnings

[No Posted Prior Year Ending Balance - Create Beginning Balance from Sources](#)

[Compare 401K Transactions to Allocations \(Differences Only\) | csv \(All\)](#)

No MATCH allocations.

No PS allocations.

No ROLLUNREL allocations.

[Upload Principal Financial Transaction File](#) | [Download File](#) | [Map Principal Financial Sources](#)

Other Enhancements

- ▶ Top heavy test report shows the officer status for 5% owners – previously officer status was not indicated
 - Officer status needs to be on census
- ▶ Plan data transfers to 8955-SSA during automatic push – previously was just participant data

Future Enhancements

- ▶ We plan to enhance the loan module and would like your input; ideas include:
 - Option to check off payments made within a date range
 - Allow repayment dates semi monthly to be 15th & last day; 5th & 20th
 - Option to select first repayment date
 - Error flag if requested loan will exceed maximum # of loans
 - Option to input repayment amount
 - New annual loan report
 - Provide amortization schedule totals by year
 - Option for module to look up prime rate
- ▶ We may not get to all requests this time but we appreciate your input

Open Forum

- ▶ Next meeting – Tuesday, October 1, 2013
- ▶ Questions, ideas, suggestions.....
- ▶ Thank you for attending!