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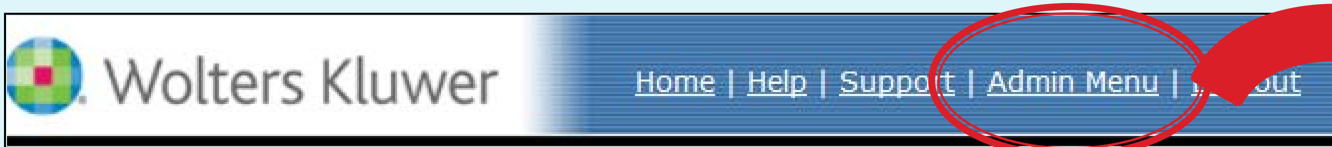
ftwilliam.com Administration Software Users Group Meeting

Meeting #10 September 3, 2013

Agenda

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

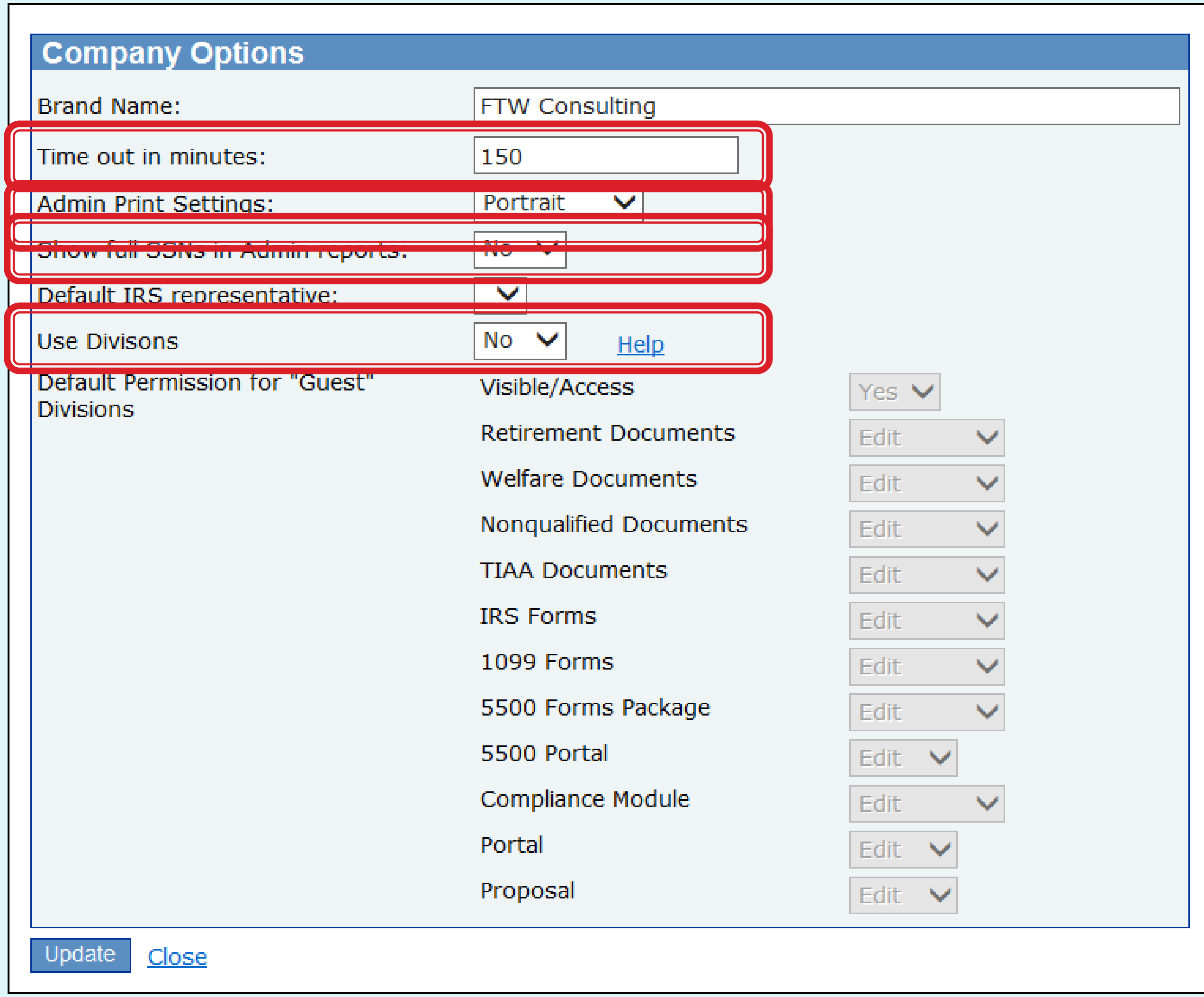
Options on the 'Admin Menu



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

Edit Company Profile

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



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)	

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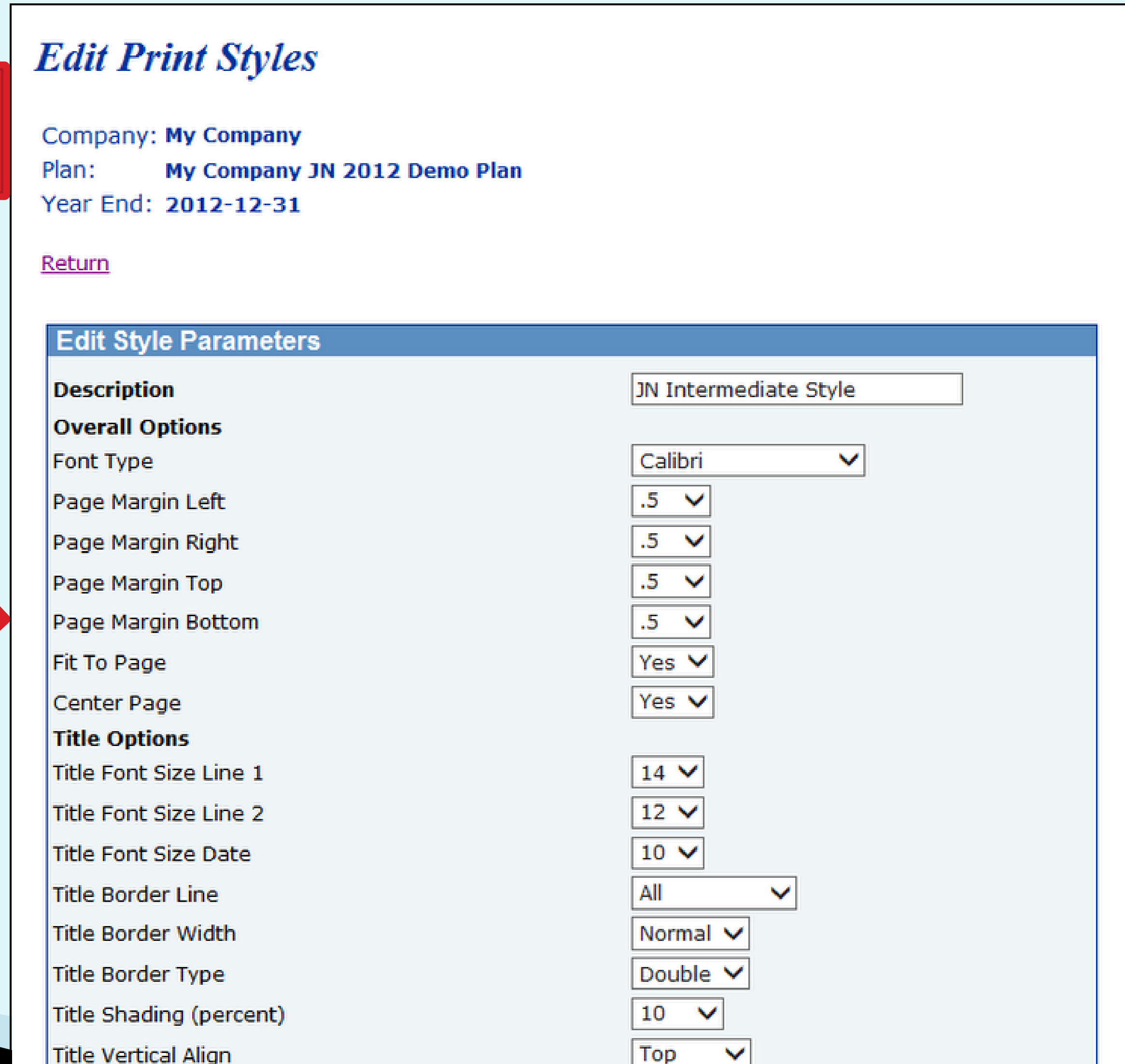
Reports & Print Styles

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

Editing Print Style



Edit Print Styles

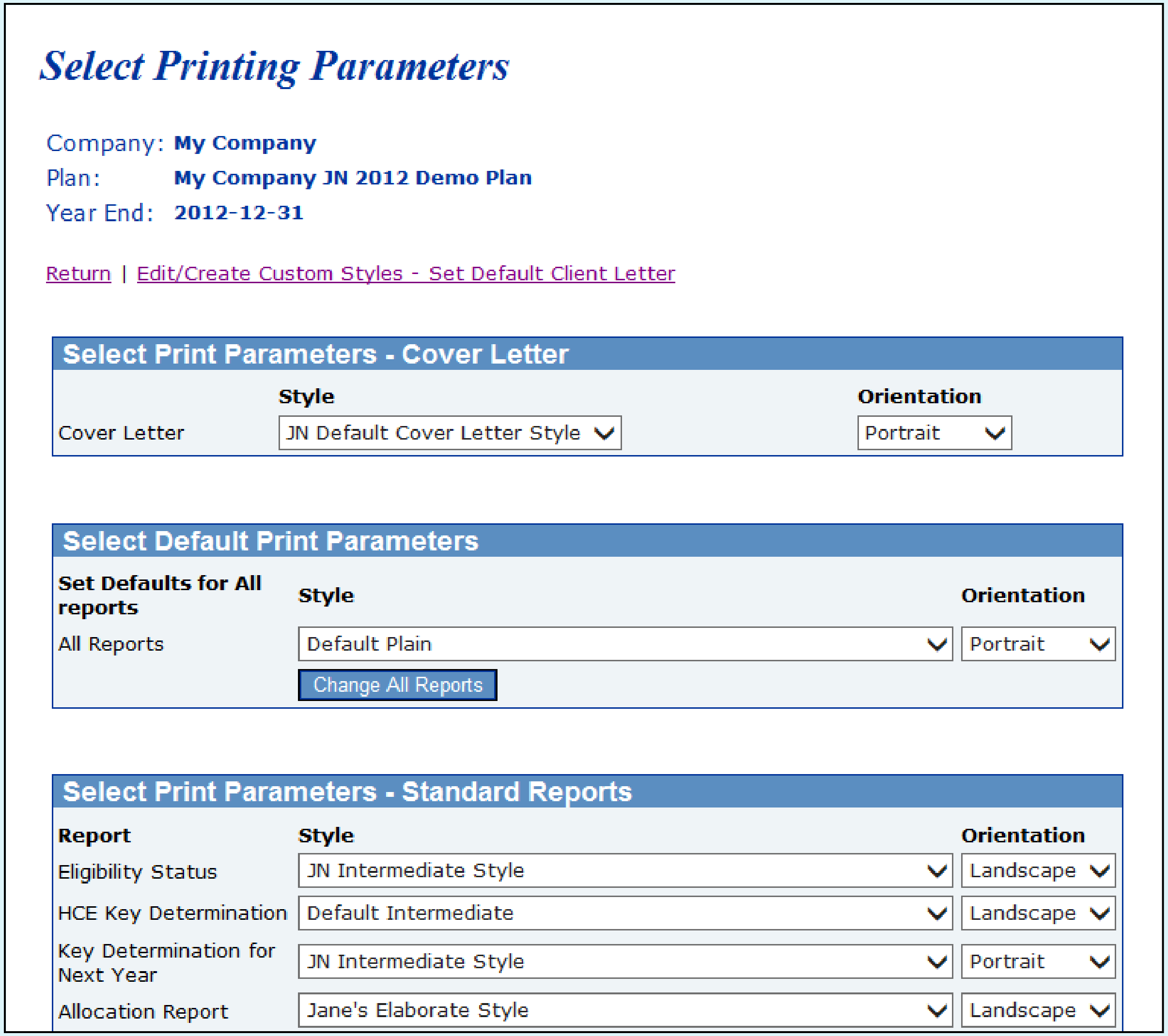
Company: **My Company**
Plan: **My Company JN 2012 Demo Plan**
Year End: **2012-12-31**

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



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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 particpants 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: Yes - Selecting 'Yes' will copy from prior year even if these items are on the current year census

Upload file name: Browse...

Number of rows to ignore: 5

Number of rows containing data:

Data must begin in the first column.

Submit

Return

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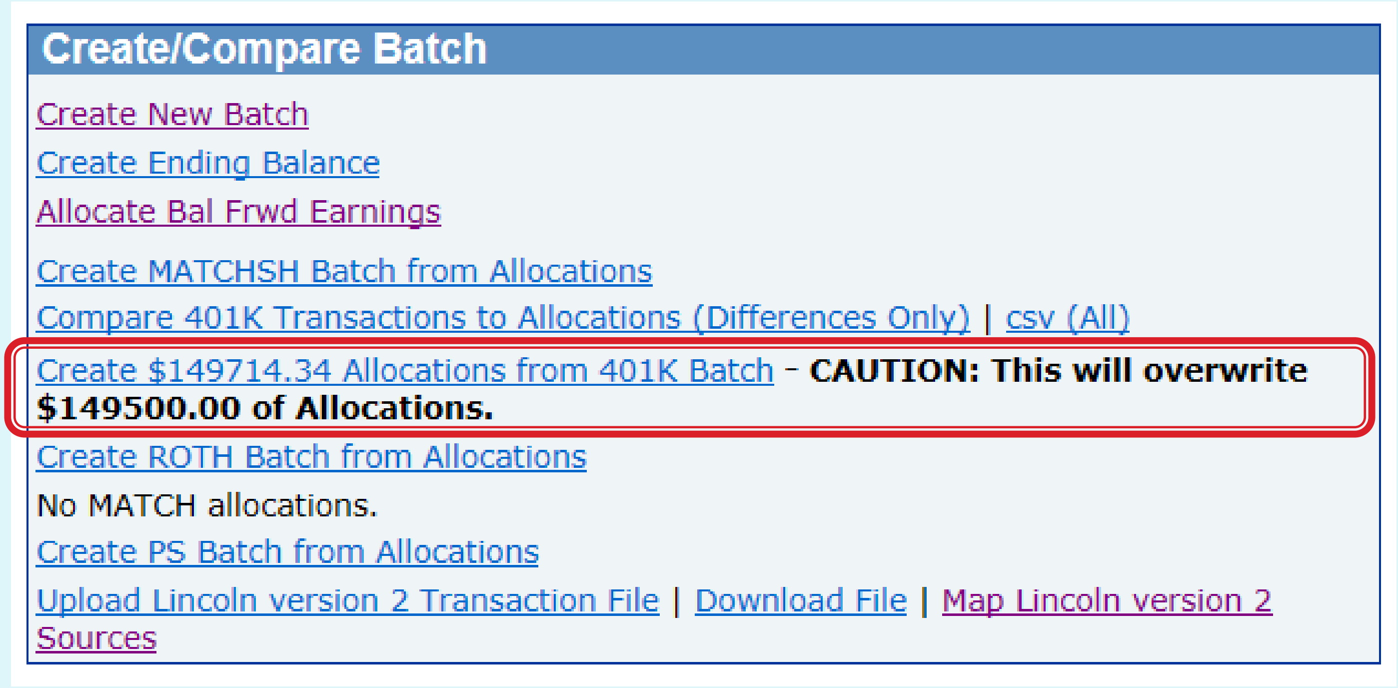
Copy Contributions

- 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



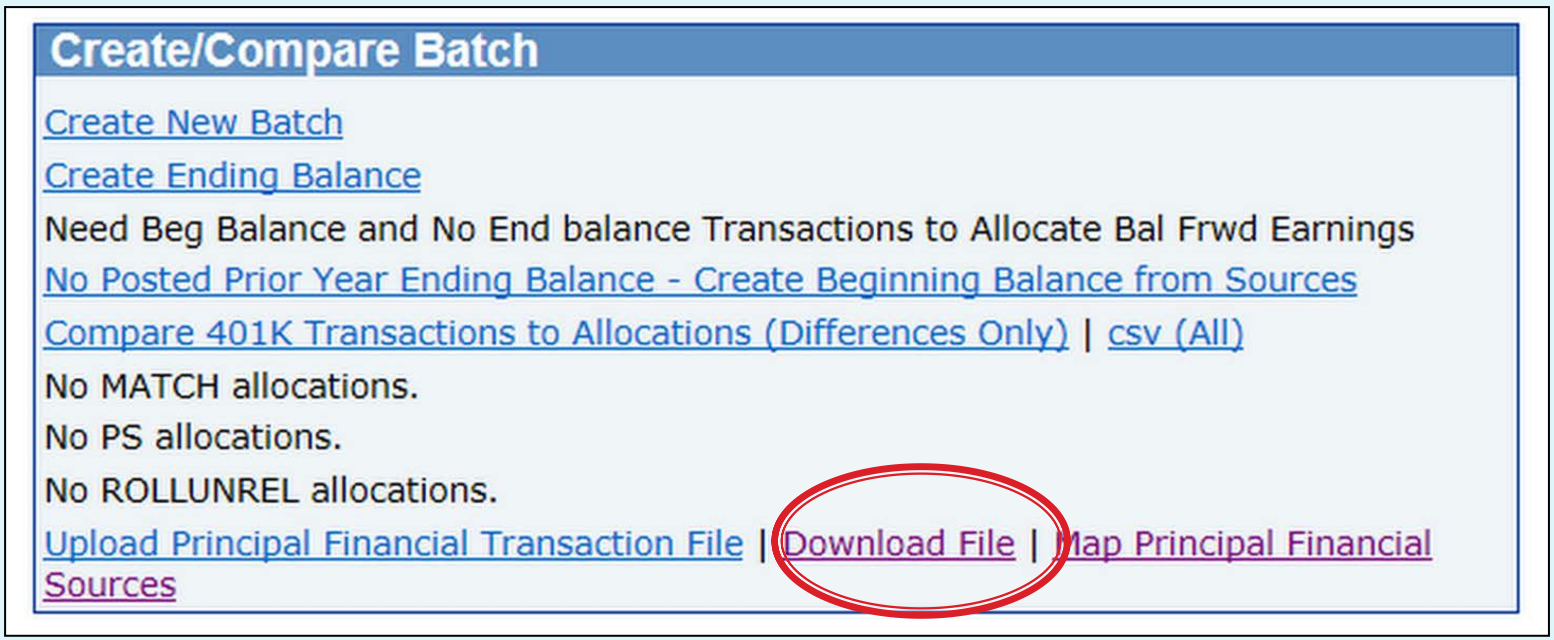
New Edit Check

- 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



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 15^{th} & last day; 5^{th} & 20^{th}
  - 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!