



Wolters Kluwer
Law & Business

ftwilliam.com
Administration
Software
User Group
Meeting

**Meeting #13 -
December 3, 2013**

Agenda

- Reminders for year end
- Guest speaker - demo on using the Portal for admin.
- Other portal features
- Global email settings
- New releases
- Any other topics/ideas?



Reminders for year end

- 2013 Enhancement – new option on Census Upload Screen
- For year 2 & later copy the following fields from prior year OR Upload with census
 - Ownership percentage
 - Family code
 - Family relationship
 - Officer status
 - New comparability group code
 - Employee class
 - Employee class other
 - Employee type
- The System default is Yes copy from Prior Year



Reminders for year end

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: Yes - 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](#)



Reminders for year end

- Preparation – 2012 Plan Year End
- Make sure 2012 is clean & complete
 - Scrub is run
 - Top heavy test is run
- Add ending balance batch on transaction menu and post.



Reminders for year end

- Preparation – 2013 Plan Year End
- Add beginning balance batch on transaction menu and post
- Second and subsequent years should not need to use overrides for elig/svc/HCE/key
- If using EE# instead of SS# the EE# must be consistent from year to year.
- If uploading an employer contribution remember to set overrides in Allocation Parameters before running the Data Scrub.



Demo on using the Portal

- Jennifer Jernigan, Plan Tech LLP



Other ways to Access the Portal

- 'Review Docs' link on main Admin menu takes you to a screen where you can upload a census file or client questionnaire
 - Paper or online questionnaire options
- Batch features available
- Recent enhancements offer easier options for transmitting data



Review Docs Screen

View Documents

Company: **ABC Company Inc**
 Plan: **Sample 401(k) Plan**
 Year: **2012-12-31**
 Census Delivery Method: **Download and Upload CSV** | [Edit Portal Users](#)
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Active Documents

Description	Year	File Name	Size	Posted Date	Review	Status	Options
CenSpreadSheetDL Census Worksheet (Download)	2012-12-31	ABC Company 401 Plans Plus Demo Plan_2012-12-31.csv	15973	2013-12-07 15:39:51	Review	OK	Remove
CenQuestionnaireDL Annual Questionnaire (Download)	2012-12-31	AdminQSguide final 062012.pdf	230337	2013-12-08 11:37:52	Review	Approve	Remove

Documents Not Loaded

[Census Worksheet \(Upload\)](#)

- The census worksheet file uploaded by the portal user.

[Census Worksheet \(Final\)](#)

- The final / corrected census worksheet.

[Annual Questionnaire \(Upload\)](#)

- The annual questionnaire file uploaded by the portal user.

[Annual Questionnaire \(Final\)](#)

- The finalized questionnaire for online storage.

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Online Annual Questionnaire

Edit Online Annual Questionnaire

[Return to Previous Page](#)

Company: **ABC Company Inc**
 Plan: **Sample 401(k) Plan**
 Year: **2012-12-31**

[Edit Default Online Annual Questionnaire](#)

Online Annual Questionnaire Options

Title:

Disable the file upload option [?](#) **Publish to the portal** [?](#)

[Save](#) [Reset](#) [Clear](#) | [Copy Questionnaire](#) [Export Questions](#) [Import Questions](#) | [Print](#)

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Online Annual Questionnaire Questions

Prompt	Type	<input type="checkbox"/> Req	<input type="checkbox"/> Default	
Company Information	Group			
Name:	Text	<input type="checkbox"/>	<input type="checkbox"/>	
Mailing Address:	TextArea	<input type="checkbox"/>	<input type="checkbox"/>	
Business Type (C Corp, LLP, etc.):	Text	<input type="checkbox"/>	<input type="checkbox"/>	
If the business is a sole proprietor, partnership, or LLC/LL	List	<input type="checkbox"/>	<input type="checkbox"/>	
EIN:	Text	<input type="checkbox"/>	<input type="checkbox"/>	
Trust Identification Number:	Text	<input type="checkbox"/>	<input type="checkbox"/>	
Fiscal Year End:	Text	<input type="checkbox"/>	<input type="checkbox"/>	



Global Email Settings

- Accessed via Admin Menu/Portal Settings/Global Email Settings
- Need to be a designated 'Admin' to make changes
- Can set portal related emails to be sent from your own email program, or a generic email address
 - Email sending method is 'Specify a Server' for generic
 - Required to use batch features



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5500 Messaging Documents **Admin** Notifications

Email/Server Settings

Confirmation Emails: Yes No

Custom Language: No Yes

Email Sending Method: Specify a Server

From Name: Jane Nickalls

*Editable: No Yes

From Email: jnickalls@ftwilliam.com

*Editable: No Yes

Reply To: jnickalls@ftwilliam.com

*Editable: No Yes

CC:

*Editable: No Yes

BCC:

*Editable: No Yes

SMTP Server: smtp.gmail.com

**SMTP Port: 465

Secure Connection: SSL No

Username: jane.nickalls

Password:

*Marking a field as 'Editable' will allow preparers to choose their own value for this field. Default settings will not be updated if a preparer chooses their own value.

**Port 25 will be used if left blank. Please contact support if you would like to use a port other than 25, 465, 587, or 2525.

[Save Settings](#)

Select an Email to Edit

Email Name	Default Template	Edit
Annual Questionnaire Email	Default Annual Questionnaire <input type="text"/>	Edit
Census Email	Default Census Email <input type="text"/>	Edit
Census Worksheet Email	Default Census Worksheet Er <input type="text"/>	Edit

[Edit Templates](#) [Save Settings](#)



Options for Email Content

- Users may edit the content of the default email messages
 - Different default messages for census request and annual questionnaire
- Used for either email option (Specify a Server or Preparer's Email Program)
- May also edit the email templates – i.e. across all plans



Email Template Editor

Email Templates

Module: Admin

Template	Modules	Last Change
Default Annual Questionnaire Email	Admin	06/06/2013 11:06 PM
Default Census Email	Admin	06/06/2013 11:06 PM
Default Census Worksheet Email	Admin	06/06/2013 11:06 PM

Edit Template: Default Census Worksheet Email

Subject: Hidden?

!@!CustomLanguage The census worksheet for !@!PlanName is ready for your response. You can log on at:
!@!loginlink

You can log in using the following credentials:

Username: !@!Username
Password: !@!Password

Thank You

HTML Email? Email:



Software Enhancements

Melissa Howard

Software Enhancements

- Online Annual Questionnaire – Required Questions
- Push census from upload to final
- Edit census on Portal
- Aggregate non-ftw plans with ftw plans



Online Annual Questionnaire Required Questions

- Check 'Req' box to make a question as required to be completed prior to submission.

Edit Online Annual Questionnaire

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Batch Online Annual Questionnaire

[Edit Default Online Annual Questionnaire](#)

Saved Online Annual Questionnaire

Online Annual Questionnaire Options

Title:

Disable the file upload option [?](#)

[Save](#) [Reset](#) [Clear](#) | [Copy Questionnaire](#) [Export Questions](#) [Import Questions](#) [Print](#)

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Online Annual Questionnaire Questions

Prompt	Type	<input type="checkbox"/> Req	<input type="checkbox"/> Default	
Company Information	Group			+ - x ↑ ↓
Name:	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ - x ↑ ↓
Mailing Address:	TextArea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ - x ↑ ↓
Business Type (C Corp, LLP, etc.):	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ - x ↑ ↓
If the business is a sole proprietor, partnership, or LLC/LLP, is	List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ - x ↑ ↓
EIN:	Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ - x ↑ ↓
Trust Identification Number:	Text	<input type="checkbox"/>	<input type="checkbox"/>	+ - x ↑ ↓
Fiscal Year End:	Text	<input type="checkbox"/>	<input type="checkbox"/>	+ - x ↑ ↓
Business Code (from corporate tax return / Form 5500):	Text	<input type="checkbox"/>	<input type="checkbox"/>	+ - x ↑ ↓
Filing an extension on corporate tax return?	List	<input type="checkbox"/>	<input type="checkbox"/> No	+ - x ↑ ↓



Push the Census from Upload to Final

- Click 'Make Final' to make the approved uploaded document final.

Active Documents							
Description	Year	File Name	Size	Posted Date	Review	Status	Options
CenSpreadSheetDL Census Worksheet (Download)	2012-12-31	Portal Plan 2_2012-12-31.Sample Census Data 401(k).csv		2013-10-10 13:43:10	Review	OK	Remove Compare
CenSpreadSheetUL Census Worksheet (Upload)	2012-12-31	Portal Plan 2_2012-12-31.Sample Census Data 401(k)_2013-10-10.csv	666	2013-10-10 13:45:11	Review Approve		Remove Compare Make Final Unlock

Active Documents							
Description	Year	File Name	Size	Posted Date	Review	Status	Options
CenSpreadSheetDL Census Worksheet (Download)	2012-12-31	Portal Plan 2_2012-12-31.Sample Census Data 401(k).csv		2013-10-10 13:43:10	Review	OK	Remove Compare
CenSpreadSheetUL Census Worksheet (Upload)	2012-12-31	Portal Plan 2_2012-12-31.Sample Census Data 401(k)_2013-10-10.csv	666	2013-10-10 13:45:11	Review	OK	Remove Compare Make Final Unlock



Edit the Census on the Portal

- Gives portal users the ability to edit the census worksheet online.

View Documents

Company: corp
 Plan: Portal Plan
 Year: 2012-12-31
 Census Delivery Method: Edit CSV on the Portal | [Edit Portal Users](#)
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Active Documents

Description	Year	File Name	Size	Posted Date	Review	Status	Options
CenSpreadSheetDL Census Worksheet (Download)	2012-12-31	Portal Plan 2_2012-12-31.Sample Census Data 401(k).csv		2013-10-10 13:43:10	Review	OK	Remove Compare

Plan Home

[Inbox \(0\)](#)

[ToDo List \(2\)](#)

[Download Census Worksheet](#)

[Upload Census Worksheet](#)

[Edit Census Worksheet](#)

Edit Census Worksheet

<input type="checkbox"/>	Last Name	First Name	SSN	EmployeeNumber	Birth Date	EmploymentHireDate1
<input type="checkbox"/>						



Aggregate non-Ft. William (non-ftw) with Ft. William (ftw) plans

Combine non-ftwilliam.com (non-ftw) summary testing data with plans in ftwilliam.com (FTW) by entering the applicable non-ftw data in either:

- Combined Test Parameters page and/or
- ADP/ACP Test Parameters screen.

Amounts entered can be aggregated with the amounts in the current plan for 410b, deduction and ADP/ACP testing.



Aggregation Settings and Combined test

Aggregation/Disaggregation [Help](#)

Divisions - Not used
Testing Divisions used (Not used): [??](#)

MEP - APA
Indicate status as MEP/APA [??](#)
If MEP/APA enter the MEP/APA Code [??](#)

410(b)/401(a)(4)/ADP/ACP Testing
Testing Aggregation used: [??](#) [Refresh](#)
 [??](#)
If Testing Aggregation is 'Yes', Testing Aggregation group ID: [??](#)
If Testing Aggregation is 'Yes', Plan containing combined census: [??](#)
If Testing Aggregation is 'Yes', combine selected data for duplicate Participants: [??](#)
[Review/Edit Non-ftw Data](#) 

Disaggregation using otherwise excludable employees:
If disaggregation entry date used: [??](#)

[Home](#) > [Edit Company](#) > [Edit Plan](#) > [Admin](#) > [Combined Testing Parameters](#) > [Combined Test Non-ftw Data](#)

Combined Test Non-ftw Data

Be sure to click 'Update' when finished.

410(b) Ratio Percentage						
Component	NHCE NonExcl	NHCE Ben	NHCE %	HCE Non Excl	HCE Ben	HCE %
410(b) Test Elective:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
410(b) Match:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
410(b) Non Elective:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

Deduction Limit	
Total Allocations:	<input type="text" value="0.00"/>
Total Compensation:	<input type="text" value="0.00"/>



Aggregation for ADP/ACP test

410(b)/401(a)(4)/ADP/ACP Testing Options (Modify Responses in Combined Test)

Testing Divisions (Multiple Employer Plan) **No**

Plan Aggregation **Yes - Non ftw plan**
[Review/Edit Non-ftw Data](#)

Disaggregation using otherwise excludable employees: **Yes**

[Home](#) > [Edit Company](#) > [Edit Plan](#) > [Admin](#) > [ADP/ACP Parameters](#) > ADP ACP Non-ftw Data

ADP ACP Non-ftw Data

Group		NHCE				HCE			
		ADP		ACP		ADP		ACP	
Union/Non-Union	Disaggregation	NHCE Cnt	Tot NHCE ADR	NHCE Cnt	Tot NHCE ACR	HCE Cnt	Tot HCE ADR	HCE Cnt	Tot HCE ACR
N/A	All								
N/A	DisaggOver/ExclNHC								
N/A	DisaggUnder								

NOTE: Data will NOT be deleted.



Open Forum

- Next meeting – Tuesday, January 7, 2014
- Ideas for future agenda items:
- Questions, thoughts, suggestions.....
- Thank you for attending
- Happy holidays to all our customers!

