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ftwilliam.com Administration Software User Group Meeting

Meeting #22 - December 2, 2014

Agenda

- Reminders for year end
- Transactions
  - Troubleshooting
  - Batch functionality available for some vendors
- New releases
- Open forum
  - Tracking hours
  - Questions/ideas?

Jane Nickalls

Reminders for Year-end

Reminders for Year End

- Preparation – before adding 2014, make sure 2013 is clean & complete
  - Data Scrub is run
  - ADP/ACP test is run if prior year testing method
  - Top Heavy test is run
- Add ending balance batch on transaction menu and post
- Run statements or Vesting Export – to use Loan Module or Misc Task

Reminders for Year End

- Add 2014 PYE
- Option to copy plan specifications from plan document or prior year on admin
  - Default is admin
- If plan is restated to PPA document, remember that if you opt to copy specs from the document they need careful review
  - More flexible provisions in PPA doc make some mapping difficult

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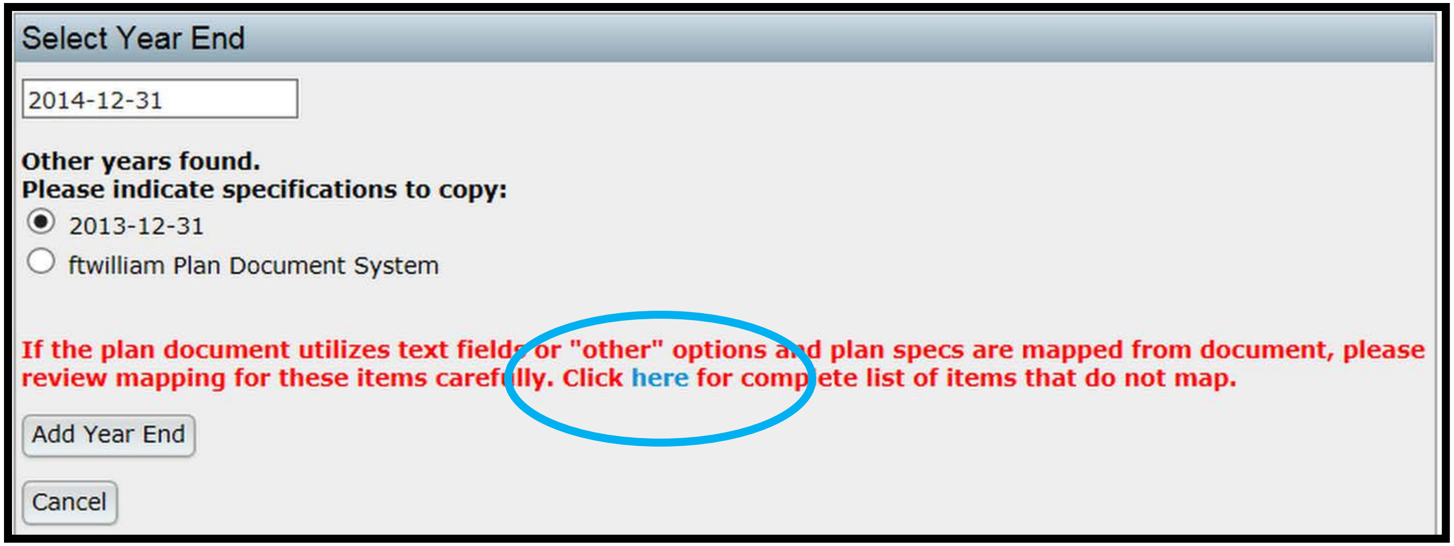
Reminders for Year End



- List of 10 items that do not map is available – opens list in new tab/window

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Reminders for Year End

- Click ‘Download Prior’ link to get spreadsheet to send to client
  - Includes all census data except hours, compensation & contributions
  - Does not show hire & term dates
- Send via portal or other secure method

Reminders for Year End

- When uploading the census, option for year two & later on upload screen to copy the fields from prior year OR Upload with census
- The System default is Yes, i.e. copy from Prior Year even if there’s different data on the census

Ownership %
Family Group
Family Group Relationship
Officer status
New Comparability Group
Employee Class
Employee Class Other

Reminders for Year End

[Home](#) > [Edit Company](#) > [Edit Plan](#) > [Admin](#) > Census Upload Menu [Help](#)

Census Upload Menu

Company: **ABC Company Inc**
Plan: **ABC CompanySample Plan 3**
Plan Type: **401(k)**
Year End: **2014-12-31**

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

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Reminders for Year End

- Second and subsequent years should not need to use overrides for eligibility, HCE etc.
- If using EE# instead of SS# the EE# must be consistent from year to year.
- If uploading employer contributions remember to set overrides on Allocation Parameters screen before running the Data Scrub
- 2014 transactions
  - Add beginning balance batch on transaction menu and post unless you plan to use the BB from the vendor

Janice Herrin

Transactions

Vendor Uploads – General Rules

- After you download the file from the vendor:
  - If it’s a .csv file open then 'save as' to your hard drive
  - Lincoln V2, Am Funds and Hartford-MFS files - remove header row.
  - Other file types should be saved without opening
- Before uploading the file to ftwilliam.com:
  - Set up accounts & sources as you want them under Plan Specs/General Features
  - Map vendor sources on the Transaction Menu
  - Usually first year only unless used document provisions when new year added.

Vendor Uploads – General Rules

- Most vendor's files have the plan ID inside the file
  - Exception is Principal – file name must be 12345_XXX, where 12345 is plan ID and XXX can be anything
- Make sure the file suffix is correct for the file type
- There's a spreadsheet with more information about each vendor on the forum

Vendor Uploads – General Rules

- When you have successfully uploaded the file, the transaction batches will be in 'pending'
  - You can edit, delete or post
  - Batches are filtered by transaction type
- Never post the vendor ending balances batch
  - Let the software calculate ending balances
  - Add a system created ending balances batch before closing the year

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Setting up Accounts & Sources

- ALWAYS set up accounts & sources BEFORE adding or uploading transactions
- Generally do not need to use investment accounts when assets are all with a vendor
  - If you do, account ID = VENDOR
- More information about setting up accounts and sources is posted in the forum

Vendor Uploads - Additional Notes

- Great West & Lincoln both added new file formats
  - GW download appears to offer both versions – .PAS and .PAS2
  - Lincoln has 2 different files
    - Lincoln – Lincoln Director Product
    - Lincoln V2 – Lincoln Alliance Product
- Hartford no longer used – all files are Hartford-MFS even if now part of Mass Mutual
- Lincoln V2, Am Funds and Hartford-MFS – remove header row.
- Your contact at the vendor is the best source of information on their procedures and files

Uploading Transactions in Batch

These vendors have features to download a zip file containing multiple plan files and ftwilliam can upload the zip file.

- John Hancock
- Lincoln Director Product
- ING

Uploading Transactions in Batch

- Preparation on ftwilliam side
  - Go to Plan Specs/General Features for each plan:
    - Select the vendor & add the ID code
      - Use the worksheet produced by the link 'List Financial Data Vendors' to verify all your plans have the correct ID code
    - Map sources
- Select batch upload option under any one plan to upload the single file
  - Transactions will be added to each plan on the file.

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Uploading Transactions in Batch

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

No 401K allocations.

No ROTH allocations.

No MATCH allocations.

No QMAC allocations.

No QNEC allocations.

No PS allocations.

Upload John Hancock Transaction File | Download File | Map John Hancock Sources

Batch Upload John Hancock Transaction Files

Uploading Transactions in Batch

- When the zip file is uploaded the ftwilliam.com system will produce a results screen with the following data per plan
  - Number of records
  - Warnings and Errors
- We suggest highlighting the results, then copy and paste to a Word file and save for future reference.

Janice Herrin

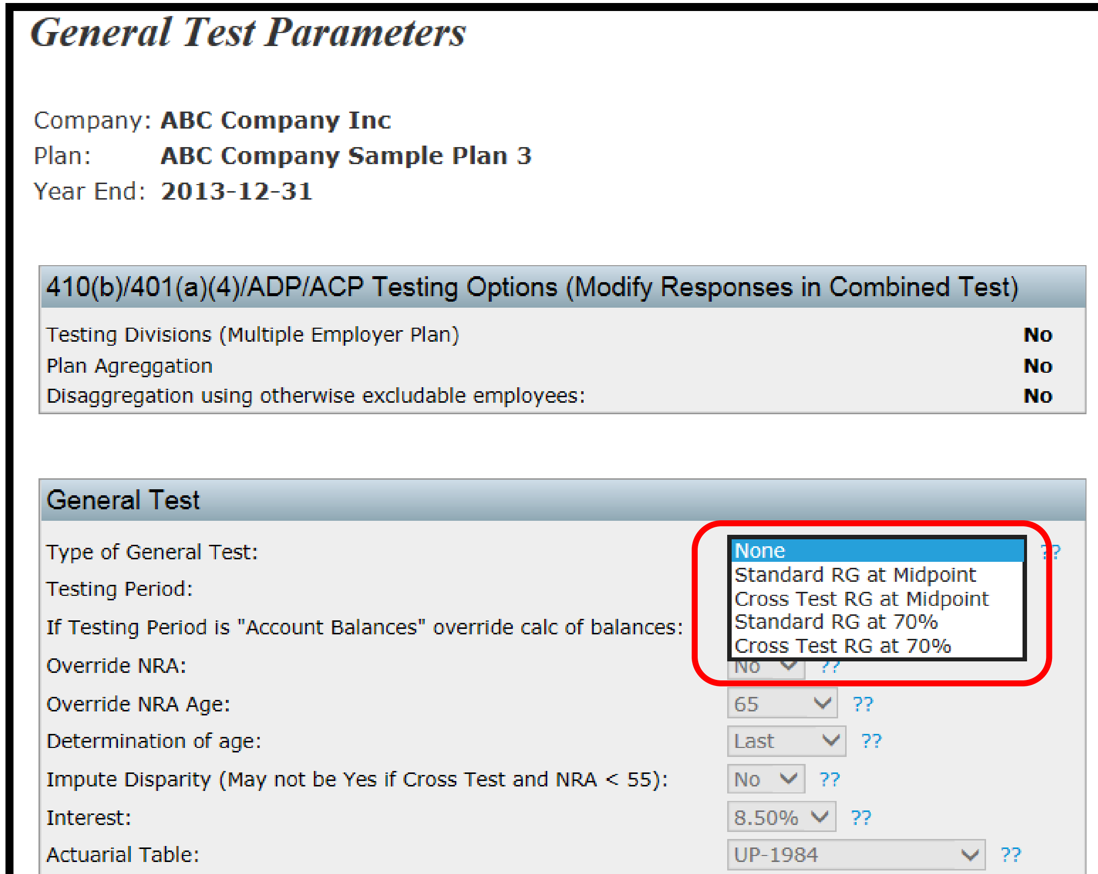
New Releases

Software Labelling Change

- General test options:
  - None (system default)
  - Cross Test RG at Midpoint
  - Standard RG at Midpoint
  - Cross Test RG at 70%
  - Standard RG at 70%
- Users will need to select the type of general test if it's required
- Detailed communication went out November 25

Software Labelling Change

- Select the ‘Type of General Test’
- Default is none



User Requested Subject

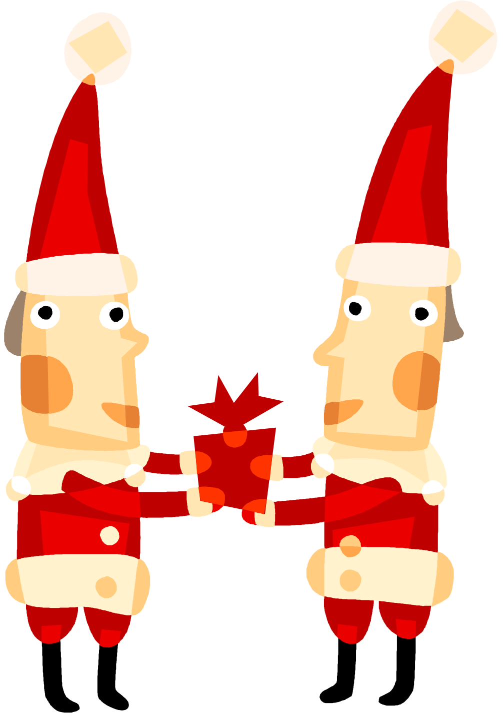
Open Forum

Tracking Hours

- For plans that require hours to be tracked payroll by payroll how do you do this?
  - Excel worksheet using a column for each payroll
  - Excel worksheet using a tab for each payroll
  - Track by payroll then request file with annual data
  - Other method?

Open Forum

- Next meeting – Tuesday, January 6, 2015
- Ideas for future agenda items?
- Questions, thoughts, suggestions…..
- Thank you for attending and Happy Holidays to all our customers!



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