

WELCOME!

Ft William.com
Administration Software
Users Group Meeting

Meeting #8 - June 4, 2013

Today's Agenda

- Options for the Other Imports/Exports/Reports screen
- Update on vendor import files
- Using the forum - share your stories
- Open discussion

Other Imports/Exports/Reports Screen

- Adding supplemental data
- Running custom reports
- Providing more detail on calculations
- Importing census and other data files from other systems
- Adding historical data on service, compensation etc.

Other Imports/Exports/Reports Screen

Plan Administration Menu

Company: **ABC Company**

Plan: **Sample 401(k) Plan**

Plan Type: **401(k)**

Year End: **2012-12-31** [Change Year End](#) | [Add New Year End](#) | [Delete This Year End](#)

[Clone Me to this company](#) | [Clone Me to another company](#) | [Debug Copy To test5500-04](#)

[Return](#)

Select Task

[Edit Census](#) | [Review Docs](#) | [Portal](#) | [Download Current](#) | [Download Prior](#) | [Upload Census](#)

[Other Import/Export/Reports](#)

[Print Reports](#)

[Scrub/Eligibility Parameters](#)

[Do Data Scrub/Elig Calc \(Run\)](#)

[Print Reports](#)

[Set Allocation Parameters](#)

[Do Allocations \(Not run\)](#)

Print Reports

[Set Combined Test Parameters](#)

[Do Combined Test \(Not run\)](#)

Print Reports

[Set ADP/ACP Testing Parameters](#)

[Do ADP/ACP Test \(Not run\)](#)

Print Reports

[Set General Test Parameters](#)

[Do General Test \(Not run\)](#)

Run Combined

[Set Top Heavy Test Parameters](#)

[Do Top Heavy Test \(Not run\)](#)

Print Reports

Printing Parameters/Client Package

[Set Printing Parameters](#)

[Select Reports](#)

[Print Package](#)

Miscellaneous Tasks

[RMD Menu](#) | [Vesting Export](#)

[8955-SSA Export Menu](#) | [1099-R Export Menu](#)

[5500 Data Report](#)

[Global Participant Search](#) | [Summary of Test Results](#)

Other Imports/Exports/Reports Screen

- Grids can be added from any drop-down box

Other Import/Export/Report Menu

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

[Return](#)

Select Grids	
Participant Lookup	None
Service Grid	None
Initial Eligibility Grid	None
Continuing Eligibility Grid	None
HCE Grid	None
Key Grid	None
Allocation Grid	None
410(b) Grid	None
ADP/ACP Grid	Sample ADP/ACP Grid
General Test Grid	None
UD Grid 1	Sample Census Supplemental with disagg No OR
UD Grid 2	Sample Self Employment Calculations
UD Grid 3	Eligibility & Term Grid
UD Grid 4	None
UD Grid 5	Sample Exclude by EE class

[Edit Data](#) | [Download](#) | [Print](#) | [Upload no Map](#) | [Upload with Map](#)

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[Select Grids](#)

First Year in FTW - Adding Supplemental Data

- You can add historical data using a supplemental grid
Sample Census Supplemental with Disagg No OR

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

[Return](#)

Select Grids	
Participant Lookup	None
Service Grid	None
Initial Eligibility Grid	None
Continuing Eligibility Grid	None
HCE Grid	None
Key Grid	None
Allocation Grid	None
410(b) Grid	None
ADP/ACP Grid	Sample ADP/ACP Grid
General Test Grid	None
UD Grid 1	Sample Census Supplemental with disagg No OR
UD Grid 2	Sample Self Employment Calculations
UD Grid 3	Eligibility & Term Grid
UD Grid 4	None
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[Select Grids](#)

Supplemental Data on This Grid

- Entry dates by source
- Years of service for eligibility by source, & for vesting
- In-service distributions for Top Heavy testing
- Key employee indicators:
 - Key as of determination date
 - Former key
- Prior year statutory compensation
- Top paid group - prior year

Adding Additional Data

- If you only have a few items to add you can click the 'Edit Data' link next to the grid and add the data directly into the grid
- If you have more data you can click the 'Download' link to save the grid in spreadsheet format, add your data to the spreadsheet, save and upload
 - Use 'Upload No Map'

Running Custom Reports

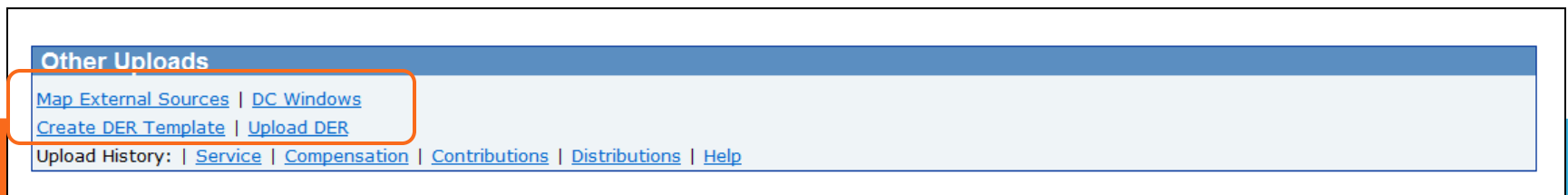
- Design a custom grid on the Work with Data Entry Grids screen
- Add to OIER screen in one of the UD drop-down boxes
- Open in Word or Excel
 - 'Print' or 'Download'
 - Word version available for client package - SSNs are masked

Providing More Detail on Calculations

- Various grids available
 - Sample Self Employment Calculations
 - Sample HCE Data
 - Sample Key Data
 - Sample Vesting Status
 - Others?

Importing Files from Other Systems

- Other Uploads
 - Map External Sources/DC Windows - Dataair file import - imports BOY balances and census data
 - Create DER Template/Upload DER - Relius imports - imports balances



Adding Historical Data

- Does does not impact software calculations
- Data that can be added:
 - Service
 - Compensation
 - Contributions
 - Distributions
- Data is stored on participant history screens - accessed from Edit Census screen

Other Uploads

[Map External Sources](#) | [DC Windows](#)

[Create DER Template](#) | [Upload DER](#)

Upload History: | [Service](#) | [Compensation](#) | [Contributions](#) | [Distributions](#) | [Help](#)

Adding Historical Data

- Each link provides a sample file and upload screen
- Need to enter latest year in file
 - Must be a year prior to current year
- Any history on or before this date will be deleted/replaced

Service History

Service History Upload Menu

(CAUTION) All Years history on or before this date will be deleted. Must enter a year prior to current year. First row of file will be skipped

[Sample Service File](#)

[Explanation of Service Upload Codes](#)

Upload file name

Browse...

Latest year in file

12/31/

Submit

[Return](#)

Explanation of Service Upload Codes

Date:

A = Actual date of Hire/Terminate

E,V,B = End of computation period

Service Type:

A = Hire/Terminate

E = Eligibility service

V = Vesting service

B = Benefit (participation) service

Employment Status:

A = Hire; Terminate

E,V,B = Type of service earned ALL; MT; NE; ED

	A	B	C	D	E	F
1	Part ID	Date	Service Ty	Status	Hours	Yrs Service
2	000-00-0128	7/1/2008	A	Hire		
3	000-00-0128	12/31/2008	E	ALL	1096	1
4	000-00-0128	12/31/2008	V	ALL	1096	1
5	000-00-0128	12/31/2008	B	ALL	1096	1
6	000-00-0128	10/30/2009	A	Terminate		
7	000-00-0128	12/31/2009	E	ALL	1789	1
8	000-00-0128	12/31/2009	V	ALL	1789	1
9	000-00-0128	12/31/2009	B	ALL	1789	1

Compensation History

Compensation History Upload Menu

(CAUTION) All Years history on or before this date will be deleted. Must enter a year prior to current year. First row of file will be skipped

[Sample Comp File](#)

Upload file name:

Latest year in file

12/31/

[Return](#)

	A	B	C	D
1	Part ID	YearEnd	Gross Comp	
2	000-00-0128	12/31/2009	100000	
3	999-00-0127	12/31/2009	95000	
4	000-00-0133	12/31/2009	90000	
5	000-00-0132	12/31/2009	85000	
6	000-00-0115	12/31/2009	80000	
7	000-00-0128	12/31/2008	75000	
8	999-00-0127	12/31/2008	70000	
9	000-00-0133	12/31/2008	65000	
10	000-00-0132	12/31/2008	60000	
11	000-00-0115	12/31/2008	55000	
12	000-00-0128	12/31/2007	50000	
13	999-00-0127	12/31/2007	45000	
14	000-00-0133	12/31/2007	40000	
15	000-00-0132	12/31/2007	35000	
16	000-00-0115	12/31/2007	30000	

Other Imports/Exports/Reports Screen

- Adding supplemental data
- Running custom reports
- Providing more detail on calculations
- Importing census and other data files from other systems
- Adding historical data on service, compensation etc.

Update on Vendor Import Files

- We are working on adding American Premier platform
- Ascensus recently made changes to their layout - we are modifying our feed to accommodate the changes
- Please let us know if you have problems uploading transaction files

Last Month's Challenge – Using the Forum

- We would love to hear your feedback!
 - Did you find the topics helpful?
 - What additional topics would you like to see?
- This month's assignment: Pick one topic in the forum and share your experience! Tell others what works for you.

Open Discussion

- Next meeting is Tuesday, July 2, 2013
- Please feel free to suggest and/or lead a topic
- Ideas for future agenda items?
- Questions, ideas, suggestions.....
- Thank you for attending!