ftwilliam.com Compliance Module User Group Meeting

Tuesday
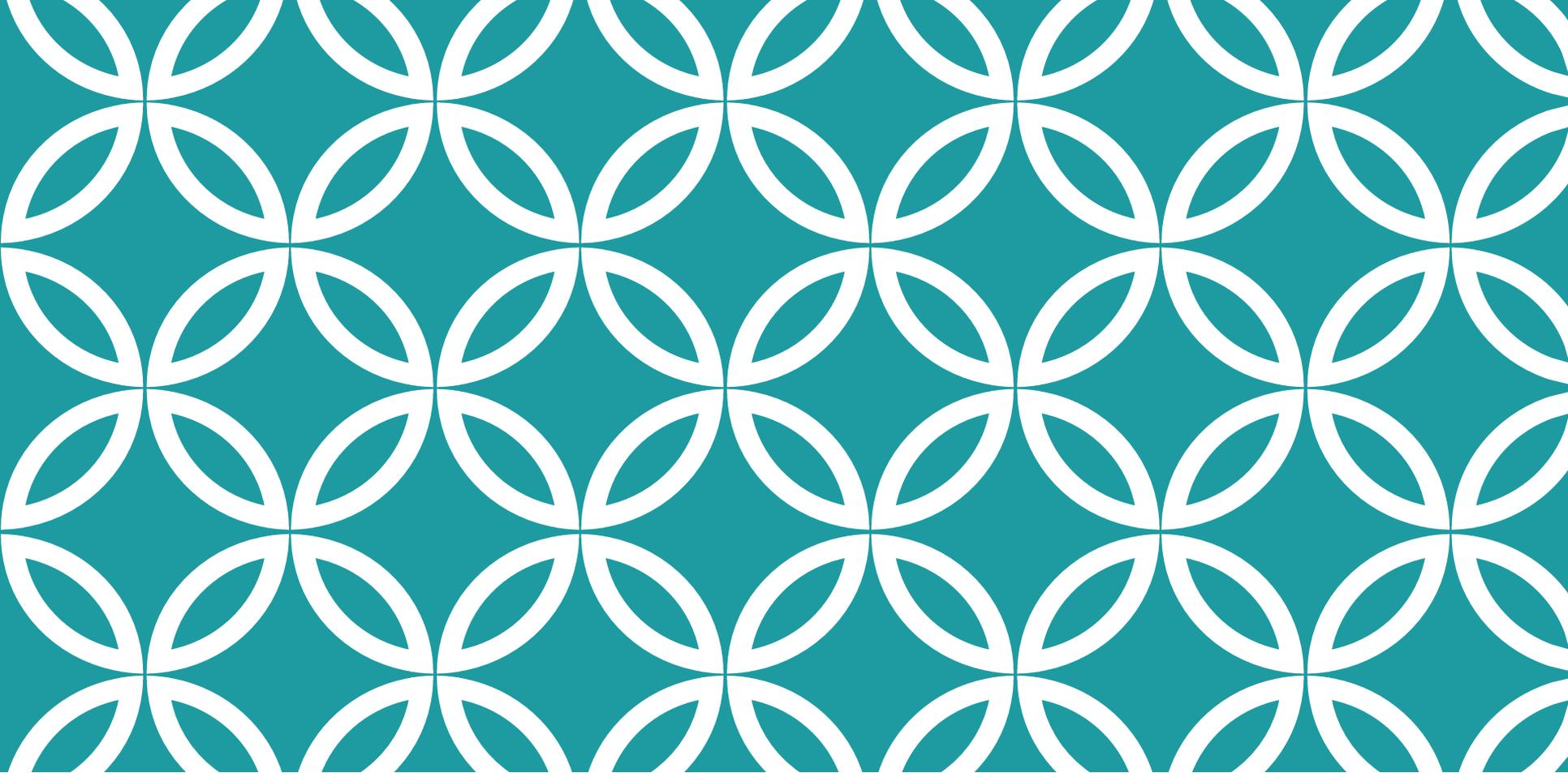**April 3, 2018**

AGENDA

Reports

- Standard report options

- Custom reports

Census grids – the mystery of grid mapping

New Release

Tips of the month

Wrap-up

Standard report options

Custom reports

REPORTS

STANDARD REPORTS

Go to Tools/Settings=>Print Setting=>Global

- Options to add generic client letter and your firm name & address – these will feed through to client packages for individual plans

- Edit/Create Custom Styles for client letter and reports

- Global Report Options - content choices for reports apply across all plans

- Global SSN Masking – applies to all reports, unless individually specified, across all plans

GLOBAL PRINT SETTINGS SCREEN

EDIT/CREATE CUSTOM STYLES

System styles made available to all users

Custom styles created by users

System Cover Letter Templates
* ftw Cover Letter
System Report Templates
* ftw Elaborate
* ftw Elaborate Blue
* ftw Intermediate
* ftw Plain
Custom Cover Letter Templates
Copied from: * ftw Cover Letter
Copied from: * ftw Cover Letter
Copied from: * ftw Cover Letter 333
Copied from: Default Cover Letter Style
Formerly Default Cover Letter
Custom Report Templates
Formerly Default Elaborate
Formerly Default Intermediate
Formerly Default Plain
jbh Elaborate Blue
New test style - with messages for stmts

Updates Help

Update

wn, individual SSN

- System styles can be copied – edit the copy to create your own custom style; that style is then available to all users on your account

- Select a style for your reports on the plan level print styles screen

- Name the style you create

GLOBAL REPORT OPTIONS

Options to adjust content are available for most standard reports

- Only for designated admins
- Apply across all plans

Global Report Options

Client Package   [Edit]

GLOBAL REPORT OPTIONS - EXAMPLES

Client package:

- Include or exclude the client letter, the cover page and the table of contents (TOC)

All participant reports

- Order participants are displayed
- Include SSNs – masked or unmasked

Financial reports

- Separate fees column
- Show dollar signs

GLOBAL SSN MASKING

SSN masking option is also now on the same screen

This will apply unless overridden by the selections in an individual report

- E.g. set global SSN masking to Yes but set the eligibility report to show full SSNs, the latter will apply

Global SSN Masking

Show full SSNs in Compliance reports: No [Update]

NOTE: This setting does not affect reports which have their own, individual SSN Masking setting.

PLAN LEVEL SELECTIONS

Link to Global Printing Parameters

Select a style and/or orientation for all reports, or choose report by report

Some reports benefit from using landscape orientation

- Eligibility
- Allocation
- Financial reports

LET'S LOOK AT THE SOFTWARE

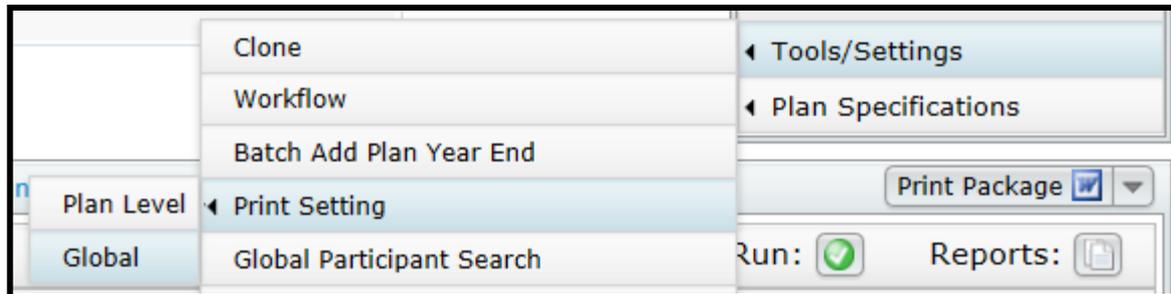Tools/Settings=>Print Setting=>Global

CUSTOM REPORTS

Five new reports added in 2017

- 402(G) Limit Test (Scrub)
- HCE Next Year (Scrub)
- Top Heavy Minimum Allocation (Allocation)
- Catchup & Excess (Miscellaneous Reports)
- RMD Notice (Miscellaneous>RMD) – RMD must be calculated and at least one participant needs an RMD

Custom icon as well as Word, PDF & Excel

Other reports will be available in custom format eventually

Scrub/Eligibility Reports		x
Report	**Format**	
Eligibility Status	⚙ W | PDF | X	
HCE Key Determination	⚙ W | PDF | X	
Key Determination for Next Year	⚙ W | PDF | X	
402(g) Limit Test	⚙ W | PDF | X | 📄	
HCE Next Year	⚙ W | PDF | X | 📄	
		OK
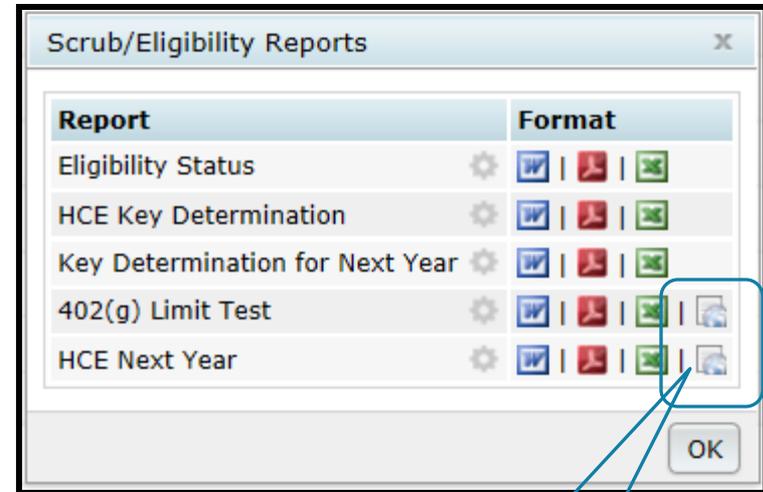
Custom report icon

CUSTOM REPORT FUNCTIONALITY

Includes options to:

- Add additional columns
- Delete columns
- Move columns by 'dragging & dropping'
- Order rows based on any column
- Filter to show only certain criteria

Once you customize a report you can save the design for use in other plans

CUSTOM REPORT FUNCTIONALITY

Custom reports take longer to run, generally only noticeable on larger plans

If you are including one or more custom reports in the client package, consider running them individually and manually inserting into the package

CUSTOM REPORT STYLES

New reports are available in four standard styles
- Most customers use one of our standard report styles

We plan to eventually offer all reports with extensive options for content customization and with completely customizable style options

In the meantime we decided that our customers would appreciate having the new reports available, despite the style limitations

LET'S LOOK AT THE SOFTWARE

Click on the custom report icon
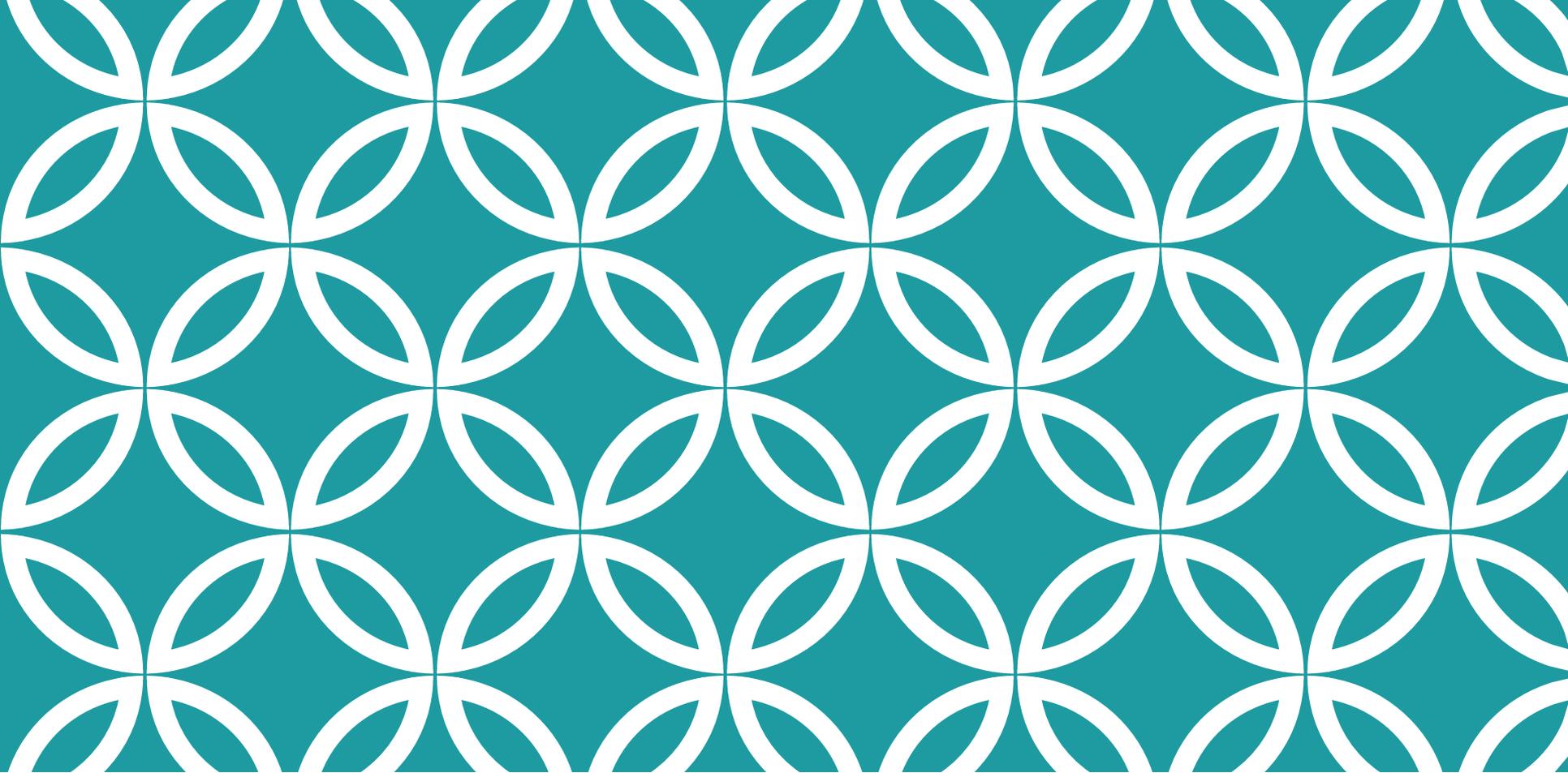
The Mysteries of Grid Mapping!

CENSUS
GRIDS

GRID MAPPING

There are multiple compensation fields used in the calculations done by the data scrub

- Typically feed from statutory or entry date compensation field on grid

Mapping is pre-set on the five * ftw primary census grids

- Mapping not required on supplemental grids
- When uploading a supplemental grid, select 'No Map' option

Hours fields also map

GRID MAPPING

View mapping | Please note that mapping will only occur on the grid selected for uploading/entering census data.

Short Description: ___ rimary 1 Census | Excel Download file type: csv ∨

on | Used t___ter census data for 401(k) plans

Description: * ftw Primary 1 Census (comp and comp after elig)

System Field	Grid Field	Custom map
Service_EligibilityHours	On data entry grid	N/A
Service_EligibilityHoursInitial	Service_EligibilityHours ∨	
Service_VestingHours	Service_EligibilityHours ∨	
Service_ParticipationHours	Service_EligibilityHours ∨	
Compensation_ElectiveDeferral	Compensation_FromEntry1 ∨	
Compensation_Matching	Compensation_FromEntry1 ∨	
Compensation_MatchingSH	Compensation_FromEntry1 ∨	
Compensation_NonElective	Compensation_FromEntry1 ∨	
Compensation_NonElectiveSH	Compensation_FromEntry1 ∨	
Compensation_TopHeavy	Compensation_Statutory ∨	
Compensation_ACPTesting1	Compensation_FromEntry1 ∨	
Compensation_ACPTesting2	Compensation_FromEntry1 ∨	
Compensation_ADPTesting1	Compensation_FromEntry1 ∨	
Compensation_ADPTesting2	Compensation_FromEntry1 ∨	
Compensation_NonElectiveTesting	Compensation_FromEntry1 ∨	
Compensation_Statutory	On data entry grid	N/A
Compensation_Statutory_FromEntry	Compensation_Statutory ∨	
Compensation_Statutory_PriorYear	None ∨	
Compensation_Statutory_CalYr	Compensation_Statutory ∨	
Compensation_ExclDeferrals	Compensation_FromEntry1 ∨	
Compensation_Deduction	Compensation_Statutory ∨	

- View mapping on system (* ftw) grids
- Edit mapping on custom grids
- Note that changing mapping only does not change grid ID

WHEN MIGHT I NEED TO ADJUST MAPPING?

Different eligibility for different sources

- E.g. defer immediately; one year/1000 hours for match

Different compensation used for contributions

- E.g. deferrals use entry date compensation; PS uses entry date less bonuses

In either of the above scenarios, you would add an additional compensation field to the grid and adjust the mapping

- Add e.g. 'Compensation_FromEntry2'

GRID MAPPING

Add another field to the census grid

- Heading & Help Text fields are editable – customize the description!

210	R:Compensation_Statutory	Statutory Comp	Enter compensation in current plan year
220	R:Compensation_FromEntry1	Plan Comp	Enter compensation for current plan year or comp from entry date
230	R:Compensation_FromEntry2	Plan Comp less bonuse	Enter compensation from entry date less bonuses

New compensation field is then available to map to other fields

| Compensation_Matching | |
Compensation_MatchingSH	None
	Custom Calculation
Compensation_NonElective	Compensation_Statutory
	Compensation_FromEntry1
Compensation_NonElectiveSH	Compensation_FromEntry2
	Compensation_FromEntry1
Compensation_TopHeavy	Compensation_Statutory

HOW DOES MAPPING GET MESSED UP?

Below are the two most common reasons:

1. User creates new primary census grid from scratch and doesn't set up mapping - better to copy a primary system grid and edit

2. User copies one of the primary system grids, e.g. * ftw Primary 1, and deletes the plan compensation column

   - Fields that previously mapped from plan comp now don't map

TROUBLESHOOTING MAPPING

The following are potential issues caused by incorrect mapping

- Allocation or test run based on the wrong compensation
- Prior year compensation is overridden by current year, rather than actual prior year being used
- Allocation or test doesn't run
- Excess contributions on 415 report
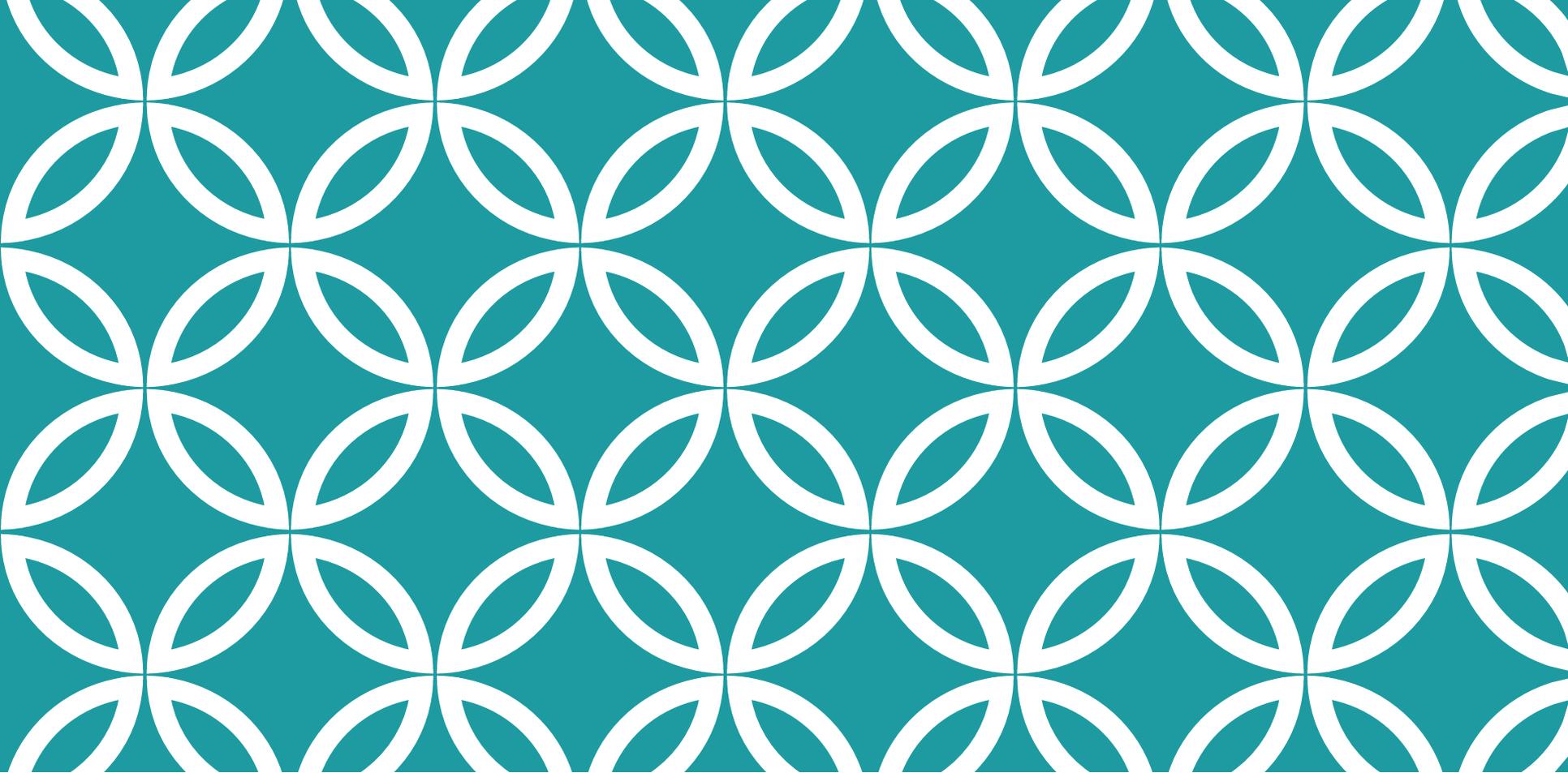
NEW RELEASES

ENHANCEMENT TO GENERAL TEST

Option to disaggregate the Average Benefits test is now available

- Previously just the Rate Group & Gateway tests were run using disaggregation

Select disaggregation in the Combined Test parameters section; then select to disaggregate in General Test parameters

▼ Average Benefits Test		
Disaggregation using otherwise excludable employees:	⑦	⦿ Yes / ⦾ No Help
If disaggregation entry date used:	⑦	Value is identical to 'If disaggregation entry date used:' value under combined test and can be changed there.
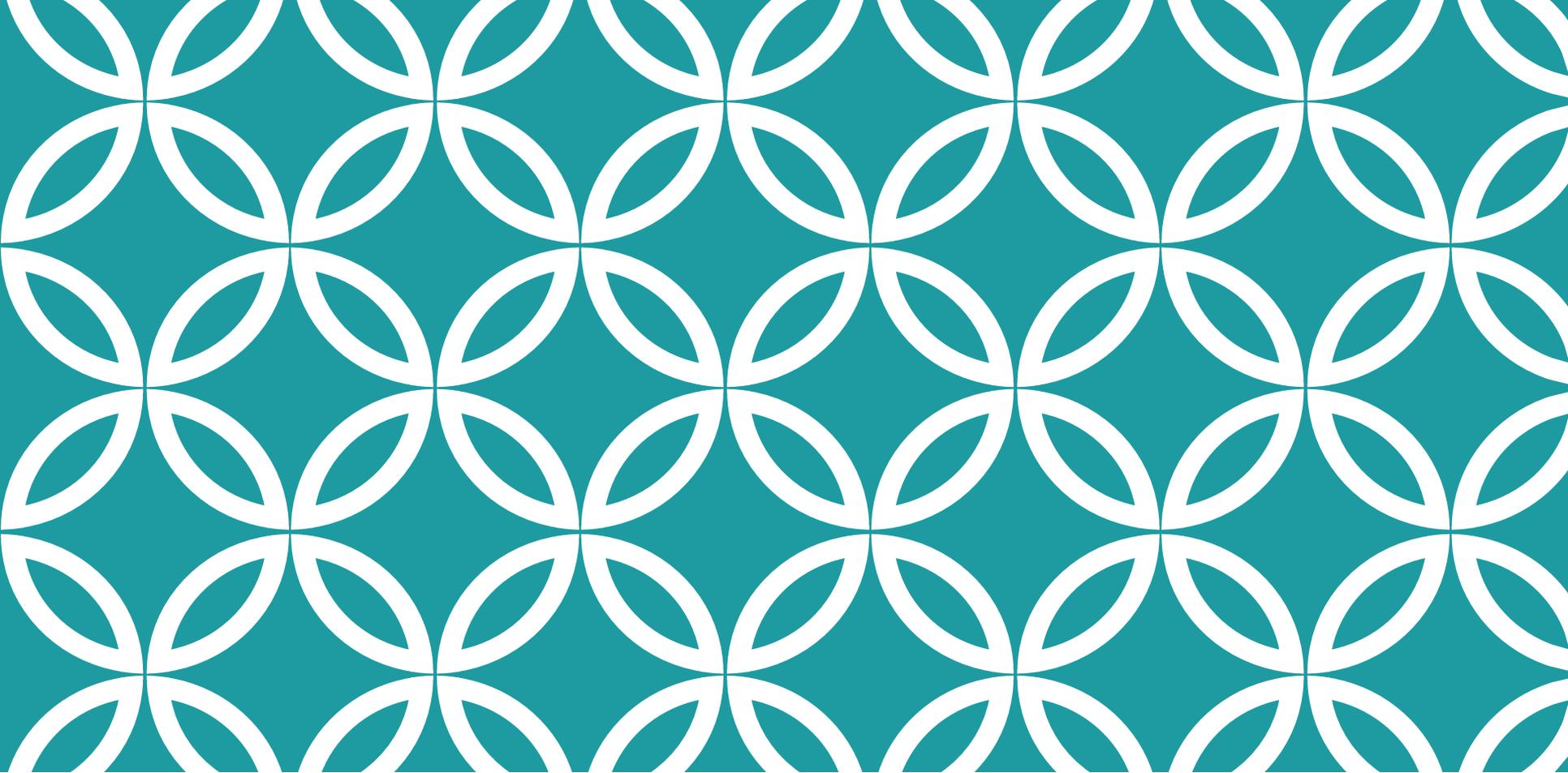
TIPS OF THE MONTH

TIP OF THE MONTH - JANE

Two overrides on the Tasks menu to use very rarely

- 'Override Employee Contributions to be Matched' – the first override in the Allocation section
  - Used only when eligibility for deferrals & match are different and you are calculating match
  - Requires an additional column on the census – 'R:EmployeeMatchedContrib'
  - May also need an additional compensation field
- 'Top Heavy Determination Override' – the first override in the Top Heavy Test section
  - Used only when you don't use the software for top heavy testing

TIP OF THE MONTH - JANICE

When editing a grid just to make a change to the mapping, also change another field, or the order of the grid columns

This way you will get a new grid ID so your map won't affect another plan's compensation

Also rename the grid to indicate if it's customized for a particular plan

WRAP-UP

Next User Group meeting – May 1, 2018

- The first Tuesday in May

Let us know if there are other topics you'd like to cover, via chat now, or at support@ftwilliam.com

Questions, thoughts, suggestions….. Please send them!