**Before closing out the old year make sure that:**

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| --- | --- |
| Data Scrub is run |  |
| ADP/ACP test is run if prior year testing method used |  |
| Top Heavy test is run |  |
| Ending balance batch is added and posted on transaction menu – not necessary if uploading file from vendor |  |
| Participant statements or Vesting Export report is run – this ensure vesting is calculated |  |
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**After you add the new year-end:**

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| --- | --- |
| Option to copy plan specifications from plan document or prior year on compliance - default is compliance. If plan is restated to PPA document, remember that if you opt to copy specs from the document they need careful review |  |
| Verify account & source set-up still correct |  |
| Click ‘Download’ and select ‘Prior’ link to get spreadsheet to send to client for census updates. Send via ftwilliam.com portal or other secure method |  |
| When uploading the census, there’s an option for year two & later on the 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. This applies to Ownership %; Family Group; Family Group Relationship; Officer status; New Comparability Group; Employee Class and  Employee Class Other |  |
| After the first year on ftwilliam, you should not need to  use overrides for eligibility, HCE determination etc. |  |
| If using EE# instead of SS# the EE# **must** be consistent from year to year; also, you can’t switch between EN & SSN |  |
| If uploading employer contributions remember to set the appropriate overrides in the Allocation Parameters section **before** running the Data Scrub |  |
| Transactions - add beginning balance batch on the transaction menu and post it unless you plan to use beginning balances from the vendor |  |
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