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Compliance User
Group Meeting

1

Tuesday November 3, 2020

Agenda

- Reminders for Year-end
- Portal Files
- Tip of the month
- Wrap-up

3

Reminders for Year-end

Preparation

Suggestions

Tips

Reminders for Year End

- ▶ Preparation – before adding 2020, make sure 2019 & all previous years are clean & complete
 - ▶ Scrub/Eligibility task is run
 - ▶ ADP/ACP test is run (prior year testing method)
 - ▶ Top Heavy test is run
- ▶ If you have account balances to bring forward, create ending balance batch on the transaction menu in 2019 and post it
- ▶ Run statements or one of the transaction or vesting reports
 - ▶ To use loan module or miscellaneous tasks

Suggestions

- ▶ Use the Workflow grid (Tools/Settings=>Workflow) to see what tasks have been run on your plans
- ▶ Run one of the vesting export reports (Miscellaneous=>Miscellaneous Reports) for all plans as an easy way to confirm a transaction report has been run for all plans
 - ▶ Option to run for all plans is limited to designated admins



Reminders for Year End

Add Year End

New Year End: 12/31/2020

Specs to copy:

- 12/31/2019
- 12/31/2018
- 12/31/2017
- ftwilliam Plan Document System

If the plan document utilizes text fields or "other" options and plan specs are mapped from document, please review mapping for these items carefully. Click [here](#) for complete list of items that do not map.

Cancel Add Year End

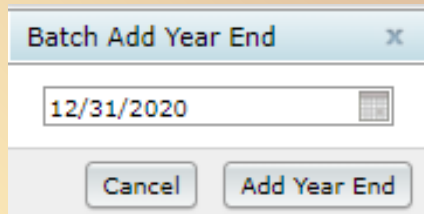
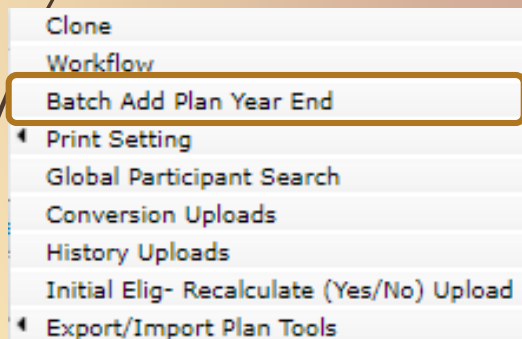
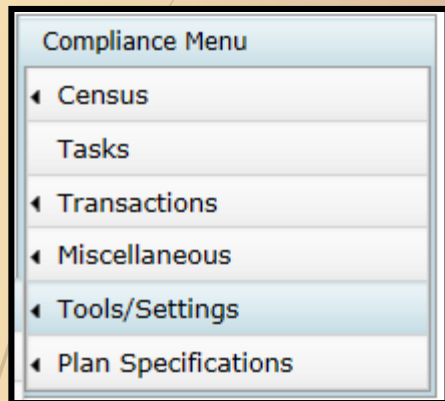
- Select 'Add New Year End' – next calendar or fiscal year will populate

- Option to copy plan specs from plan document or prior year on compliance
- Default is the prior year on compliance
- Post PPA/Cycle 3 Docs – Don't use map from document option yet

Reminders for Year End

- ▶ Review of plan specifications is still recommended
 - ▶ Some of the more flexible provisions in PPA documents make some mapping difficult
 - ▶ May need to reset accounts & sources/vendor
- ▶ Always add year-ends sequentially
 - ▶ You can't change a year end once added – only option is to delete and re-add
- ▶ **NEVER** add a year that's earlier than a year already added
- ▶ **NEVER** skip years

Adding plan year ends in batch



- ▶ Within the compliance module in any plan, go to Tools/Settings and select 'Batch Add Plan Year End'
- ▶ Brings up a dialogue box to select the year end to add – defaults to the current calendar year

Adding plan year ends in batch

9

- ▶ After entering the year end, you'll see a list of plans to select the new year end for
- ▶ The list will include all plans whose last year end is the year before the one entered
 - ▶ E.g. if you use 12/31/2020 you'll get a list of all calendar year plans that have a 12/31/2019 year end but not a 12/31/2020 year end

Adding plan year ends in batch

The screenshot shows a software window titled "Batch Add Year End" with a table of plan data. The table has columns for Company Name, Plan Name 1, Plan Name 2, New Year End, Specs to Bring Forward, Resp, and Admin. A dropdown menu is open under the "Do with selected:" label, showing options: "Bring Forward Info" and "Change columns".

<input type="checkbox"/>	Company Name	Plan Name 1	Plan Name 2	New Year End	Specs to Bring Forward	Resp	Admin
<input type="checkbox"/>	ABC Company Inc	2017 Demo Plan JI		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	ABC Company Inc	2018 Demo Plan JI		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	ABC Company Inc	ABC 401(k) Plan 2		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	ABC Company Inc	ABC Company Inc		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	abc JBH	abc JBH		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	abc JBH	abc JBH ET		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	George B Smith	George B Smith		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	My Company	My Company Cash		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	JN Test Company	Plan Specs Feed T		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	ABC Company Inc	Test 10222018		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	ABC Company Inc	Test Plan for Loan		12/31/2019	12/31/2018	Yes	
<input type="checkbox"/>	Test	Test plan limits		12/31/2019	12/31/2018	Yes	

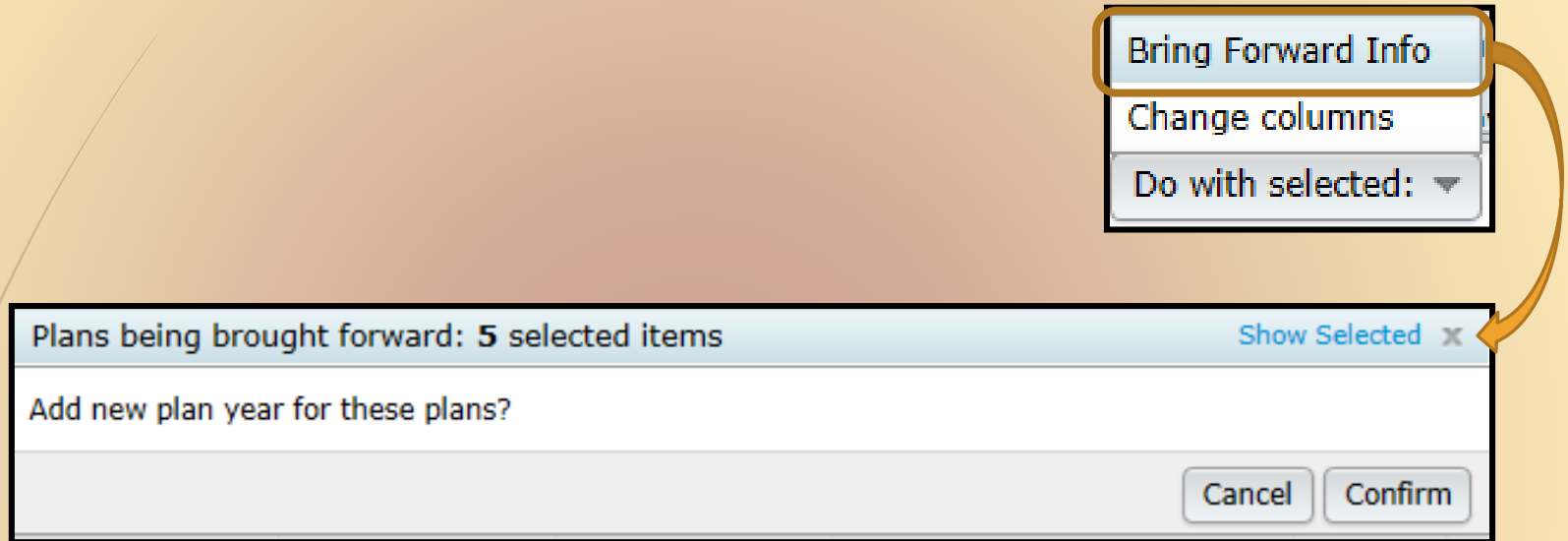
Current View Total: 17 / Number Selected: 0 [Export current view to CSV](#)

Do with selected:
Bring Forward Info
Change columns

- ▶ Select some or all plans and use 'Do with selected' drop-down

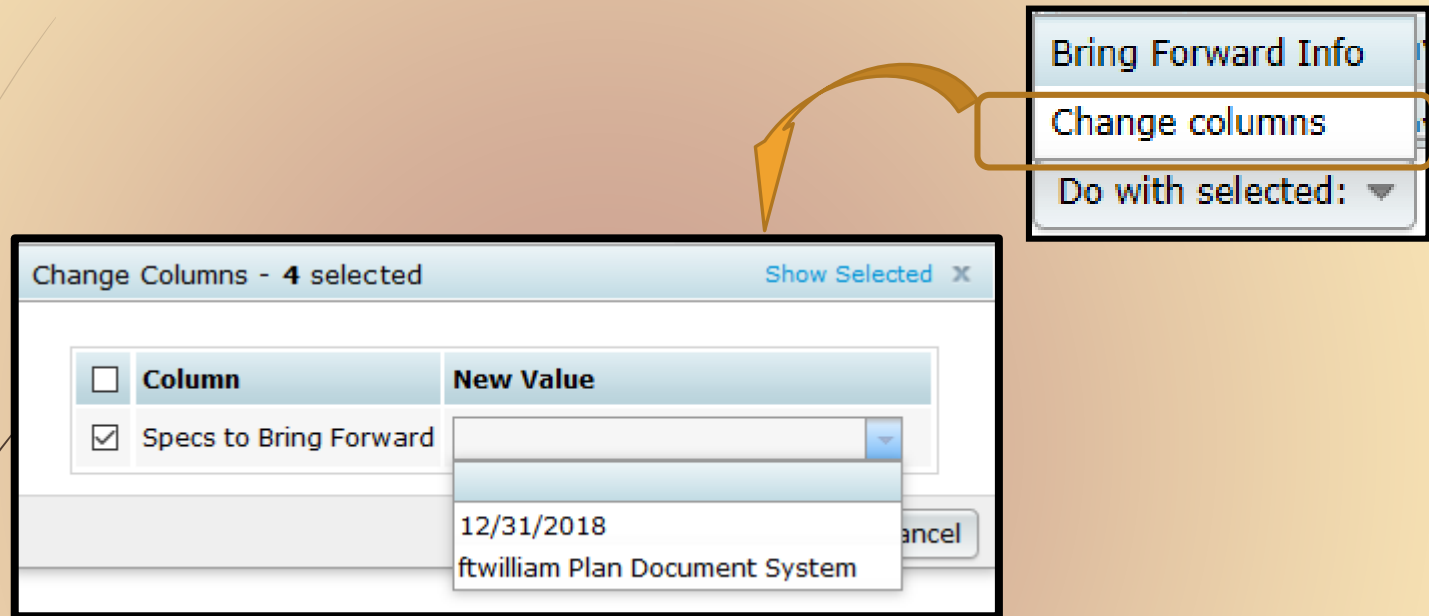
Adding plan year ends in batch

11



- To batch add the year-ends, select the plans and click the 'Bring Forward Info' option
 - Confirm the selection
- Specs will copy from the previous year in compliance

Adding plan year ends in batch



- Option to copy plan specs from plan document
- Can change line by line or select the plans to change and use 'Do with Selected' => 'Change columns' to switch to copying from the document

Reminders for Year End

- ▶ Download census worksheet to send to client for updates
 - ▶ Click 'Download' and select 'Prior'
 - ▶ Includes all census data except hours, compensation & contributions
 - ▶ Does not show hire & term dates
- ▶ This will include all participants that were on the prior year census
- ▶ Click 'Download' and select 'Current' for blank template
- ▶ Send via ftw portal or other secure method

Reminders for Year End

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

- ▶ When uploading the census, there's an option for year two & later within the upload screen to copy the fields at left from prior year OR upload with the census
- ▶ The System default is Yes, i.e. copy from prior year **even if there's different data on the census**

Reminders for Year End

Retain prior year codes

Selecting "Yes" will copy Ownership %, Family Code, Family relationship, Officer, Cross Test group codes, EE class, and EE class other from prior year census even if these items are on the current year census.

OK

Enter the number of rows containing data - just overestimate

Census Upload

Currently selected census grid: Sample Census (comp and comp after elig) (ID: c5debf8)

With Map: Yes

Retain prior year codes: Yes

Select a file: Browse...

Number of rows to ignore: 5

Number of rows containing data: 1 Data must begin in the first column

Cancel

Upload

Reminders for Year End

- ▶ Second and subsequent years you should not need to use overrides for eligibility, HCE etc.
- ▶ If using employee number rather than SSN, the EE# must be consistent from year to year
 - ▶ Cannot switch between SSN & EN
 - ▶ Avoid using dummy SSNs if possible, however:
 - ▶ If you think you will get correct SSNs at a later date, it's easier to use dummy SSNs and change them, rather than using employee numbers
 - ▶ Make any necessary corrections to SSN on the Edit Census screen, not through an upload

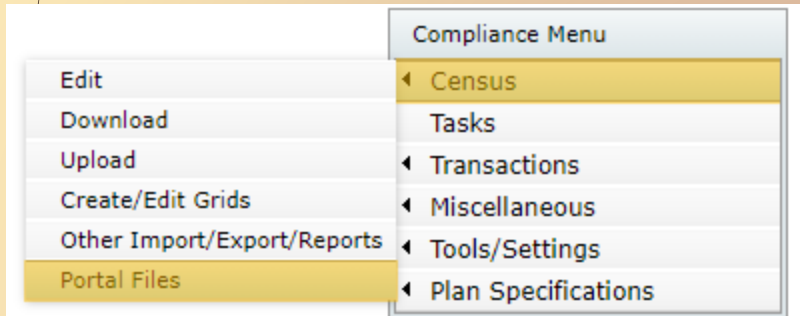
Reminders for Year End

- ▶ If uploading employer contributions remember to set overrides on Allocation Parameters screen **before** running the Data Scrub
 - ▶ Contributions will clear when you run the scrub unless the override is set
- ▶ 2020 transactions
 - ▶ Add a beginning balance batch on the transaction menu (select the prior year ending balance option), and post, unless you plan to import this data from the vendor





Portal Files

- Users that subscribe to the ftw Portal can collect annual census through the secure portal
- Annual Questionnaire, Statements & Client Package as well

Portal Files - Census



- ▶ Access from the Compliance Menu by hovering over Census
- ▶ Option to upload Current or Prior census from the software or any census file from your computer

File Type	To Portal User	From Portal User	Final	Batch
Census Worksheet	 Load Prior Load Current			

Portal Files - Census

- After selecting the upload option
 - Review to download and review the file
 - Approve to make it live on your customer's portal
- Use Invite link to send email to customer

The screenshot displays a web portal interface with a navigation menu on the right containing 'Miscellaneous', 'Tools/Settings', and 'Plan Specifications'. Below the menu is a table with columns: File Type, To Portal User, From Portal User, Final, and Batch. The rows include 'Census Worksheet' (with a green checkmark), 'Annual Questionnaire', 'Participant Statements', 'Client Package', and 'Online Annual Questionnaire' (with an 'Edit / Publish' link). To the right of this table are links for 'Edit Portal Users', 'Portal', and 'Invite Andy Schommer to the portal'. Below this is a 'Portal Files' section with a table listing files. The first row is highlighted and has two red arrows pointing to the 'Review' and 'Approve' links.

File Type	To Portal User	From Portal User	Final	Batch
Census Worksheet	✓	📄	📄	📄
Annual Questionnaire	📄	📄	📄	📄
Participant Statements	📄			
Client Package	📄			
Online Annual Questionnaire		📄	📄	📄

Portal Files

Description	Year	File Name	Size	Posted Date	Review	Status	Options
CenSpreadSheetDL Census Worksheet (Download)	12/31/2018	Andys Compliance Demo Plan 2020_2018-12-31.* ftw Primary 1 Census (comp and comp after elig) .csv		10/30/2020 10:09:50	Review	Approve	Remove

Portal Files - Census

- ▶ Portal User Options
 - ▶ Choose which census options the user should have
 - ▶ Download/Upload and/or Edit Census Worksheet
 - ▶ Also Access to Questionnaire, Statements and Client Package

The screenshot shows the 'Edit Portal Users' window. The 'Compliance Options' section is highlighted with a red box. It lists several options with 'Yes' selected in the dropdown menus:

Compliance Option	Selected Value
Census Worksheet (Download):	Yes
Edit Census Worksheet:	Yes
Census Worksheet (Upload):	Yes
Annual Questionnaire (Download):	Yes
Annual Questionnaire (Upload / Complete Online):	Yes
Participant Statements (Download):	Yes
Client Package (Download):	Yes

Other visible elements in the interface include:

- Select User:** Andy Schommer (aschommer-test) with View, Add, and Delete buttons.
- User Info:** Messaging
- Compliance -** Selected Year: 12/31/2018 with Add Portal User and Delete Portal User buttons.
- Portal Users:** Andy Schommer (aschommer-test)
- Tabs for Plan:** Andy's Compliance Demo Pla with Add and Delete buttons.
- Document:** 5500
- Compliance:** (highlighted in yellow)
- [Edit Contact Types](#)
- Email Settings**

Portal Files - Census

- Received census back from customer
 - Review – downloads file they sent back
 - Approve – Gives ability to Make Final
 - Make Final – Gives ability to push to compliance census

File Type	To Portal User	From Portal User	Final	Batch
Census Worksheet	✓	✓	✓	
Annual Questionnaire				
Participant Statements				
Client Package				
Online Annual Questionnaire		Edit / Publish		

[Edit Portal Users](#)
[Portal](#)
[Invite Andy Schommer to the portal](#)

- ◀ Miscellaneous
- ◀ Tools/Settings
- ◀ Plan Specifications

Portal Files								
Description	Year	File Name	Size	Posted Date	Review	Status	Options	
CenSpreadSheetDL Census Worksheet (Download)	12/31/2018	Andys Compliance Demo Plan 2020_2018-12-31.* ftw Primary 1 Census (comp and comp after elig) .csv		10/30/2020 10:09:50	Review	OK	Remove	
CenSpreadSheetUL Census Worksheet (Upload) - Andy Schommer	12/31/2018	Andys Compliance Training Test Plan 1 - ADPACP - ftw Primary 1 Census - Andy's Census - Office N.csv	2142	10/30/2020 10:18:33	Review	OK	Remove Make Final Unlock	
CenSpreadSheetFinal Census Worksheet (Final)	12/31/2018	Andys Compliance Training Test Plan 1 - ADPACP - ftw Primary 1 Census - Andy's Census - Office N.csv	2142	10/30/2020 10:19:00	Review	OK	Remove	

Import Final Census to Compliance System - File must contain 5 header rows and census information only. Participants on the current year census (if any) with no upload record will be deleted.

Tip of the Month # 1

▶ Short Plan Year

- ▶ When adding the year, select the actual year-end – then adjust the plan year begin date in Plan Specifications=>General Features
- ▶ The software will pro-rate the limits - compensation, contributions – based on the length of the year
- ▶ You can override limits in the Scrub/Eligibility section on the Tasks screen

Tip of the Month #2

➤ RMD – Single Plan or All Plans

- Compliance Menu → Miscellaneous → RMD
- Make sure Scrub/Eligibility task is run and transaction report generated
- Choose Year & Format (Web or CSV) → Calculate → Report
 - Option for This Plan or All Plan
- Automatically includes terminated participants and greater than 5% owners –Click on Participant name to set overrides to run for active, non-owner participants
- Age 72 for plan year's after 2019; RMD not required for 2020 (CARES)

Company: Andy's Compliance Training Company ID:

Plan: Andy's Compliance Demo Plan 2020 ID:

Year End: 12/31/2019

Year: 2020

Format: Web

Calculate RBD/RMD: This Plan

RBD/RMD Report: This Plan

RBD = Required Beginning Date
RMD = Required Minimum Distribution

Report	Format
RMD Notice	<input type="checkbox"/> PDF <input type="checkbox"/> CSV <input type="checkbox"/> XLS <input type="checkbox"/> HTML

Participant	2020	2019	2018
Bratton, Creed	Edit Data	Edit Data	Edit Data

Upcoming Webinars

- ▶ December 9 – Joint webinar with John Hancock on downloading their transaction file and uploading it to ftw (11:00 AM CT)
- ▶ December 15 - Joint webinar with Empower on downloading their transaction file and uploading it to ftw (3:00 PM CT)

Wrap-up

- ▶ Next User Group meeting – Tuesday, December 8, 2020
- ▶ Please send any ideas for future agenda items, questions, thoughts or suggestions to support@ftwilliam.com
- ▶ Thank you for attending!