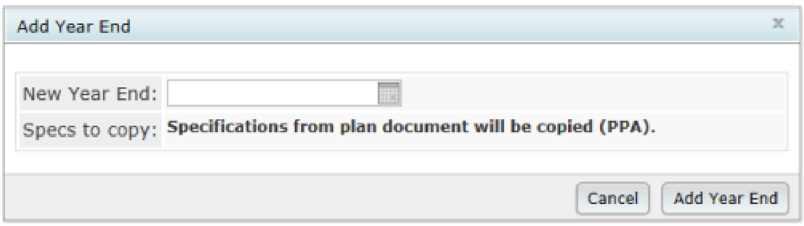
Part 2: Add New Plan Year End

08/19/2025 2:49 pm CDT

2.1. First Plan Year on the ftw Compliance system

Once you press the “Compliance” button for a plan, you will be taken to the Compliance page where the system will have the “Add Year End” box ready for you to enter the first plan year end you want to work on. After entering the plan year end into the text box or selecting the year end from the Calendar tool, click on "Add Year End".



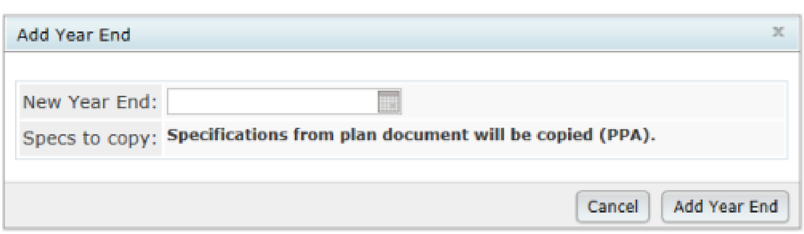
When adding the very first plan year end, the software will copy plan specifications from the plan document, if it’s on ftwilliam.com. If the plan's document isn't in ftwilliam.com, the software will use the default provisions for the document type you selected. You can customize one or more default plans for the Compliance system. To do this, on the Home screen enter ZZZ - Default Plans in the company search field. Choose a plan type from the resulting list, this would typically be the document type that you use most often. Click “Edit Plan”. You can now enter your plan provisions section by section. Once you have done this, any plan you add using that document type will default to the provisions you entered. You can add additional default plans for other document types that you use.

Your first year using the system, you will need to setup Plan Specifications in the Compliance module. Once these are set, you will not have to set them up in future years unless there are changes to the Plan Document specifications in the checklist.

See the Use of the system for the first testing year section for more assistance with using the system for the first time.

2.2. Subsequent Plan Year on the ftw Compliance system

Once you press the “Compliance” button for a plan, you will be taken to the Compliance page where the system will have the “Add Year End” box ready for you to enter the first plan year end you want to work on. After entering the plan year end into the text box or selecting the year end from the Calendar tool, click on "Add Year End".

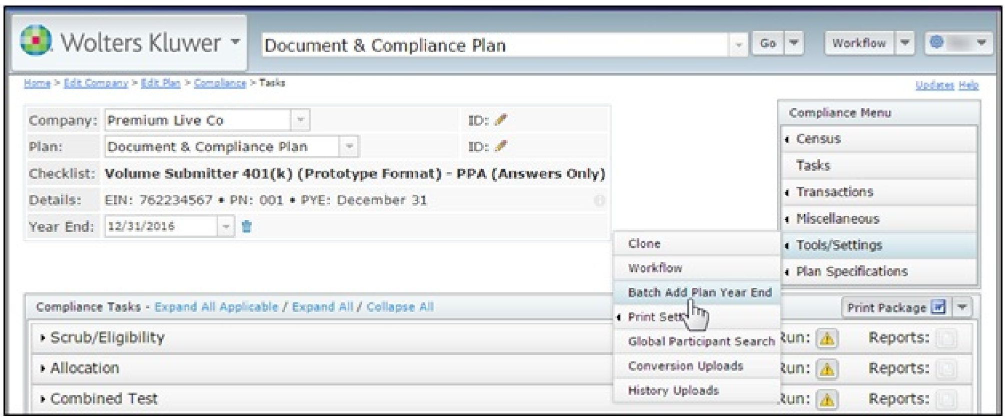


When adding the very first plan year end, the software will copy plan specifications from the plan document, if it’s on ftwilliam.com. If not then the software will use the default provisions for whatever document type you selected. You can customize one or more default plans for the Compliance system. To do this, on the Home screen enter ZZZ - Default Plans in the company search field. Choose a plan type from the resulting list, typically the document type that you use most often. Click “Edit Plan”; you can now enter your plan provisions section by section. Once you have done this, any plan you add of that document type will default to the provisions you entered. You can add additional default plans for other document types that you use.

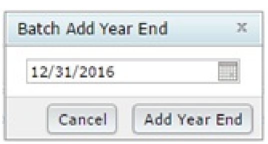
For the first year you use the system, you will need to setup plan specifications. Once these are set, you will not have to set them up in future years unless there are changes to the plan document specifications. See the Use of the system for the first testing year section for more assistance with using the system for the first time.

2.3 Batch Add Plan Year End

Batch adding new plan year ends for subsequent years is done by selecting “Tools/Settings” > “Batch Add Plan Year End” from the Compliance Tasks web page. This option will bring up a pop up box to enter the new plan year end.

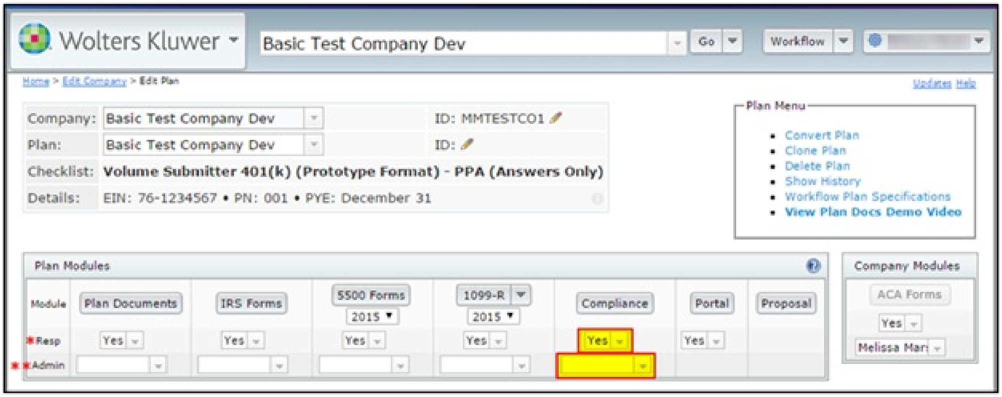


After selecting the year you wish to add, click on “Add Year End”.

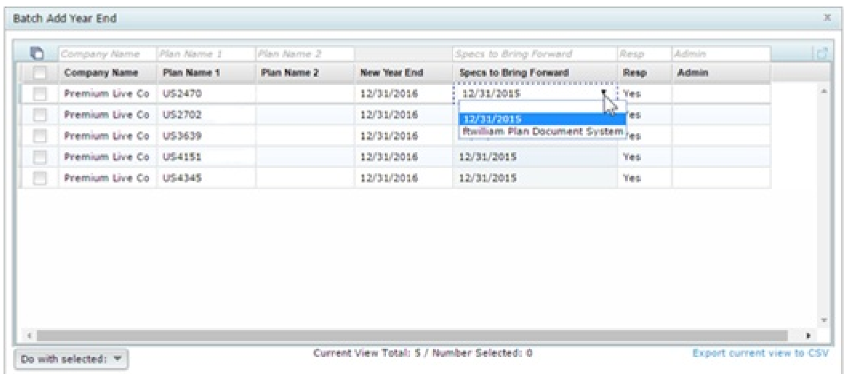


A window with the list of plans available to be rolled forward will appear. Note: Only plans with an existing prior year end will be included in the list. Ex. Plan has a 12/31/2015 PYE and no 12/31/2016 PYE. You selected 12/31/2016. The plan will appear on the list for 12/31/2016.

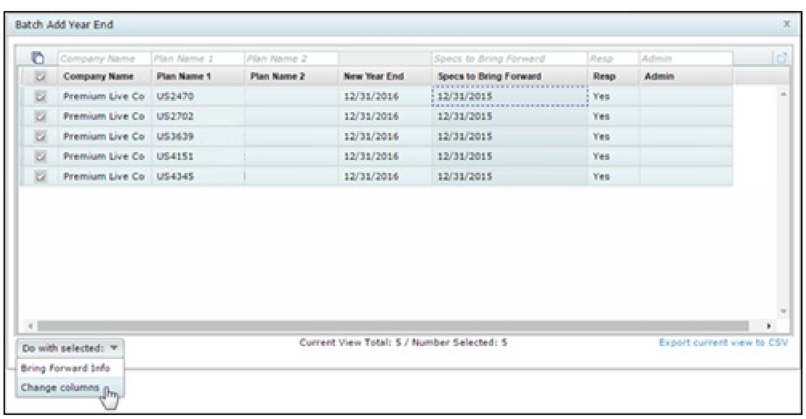
Depending on the history in the system, you will be given the option to copy specifications from a prior year end using Compliance specifications or, if the document is on ftwilliam.com, from the Plan Document checklist specifications. The default on the batch level is the prior plan year end Compliance specifications. You have the ability to filter/sort the list by Company Name, Plan Name 1, Plan Name 2, Specs to Bring Forward, *Resp and **Admin (Based on the entries on the Edit Plan page - screenshot below). You can select all plans or choose which plans to roll forward based on your filters and sort options.



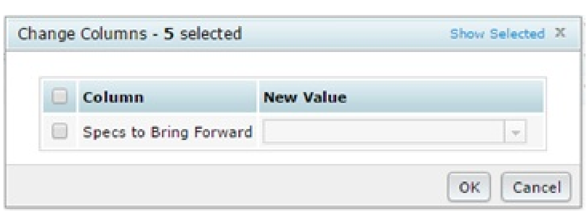
You have the ability to export the list you have chosen in a .csv. The link is in the lower right hand corner of the "Batch Add Year End" window.



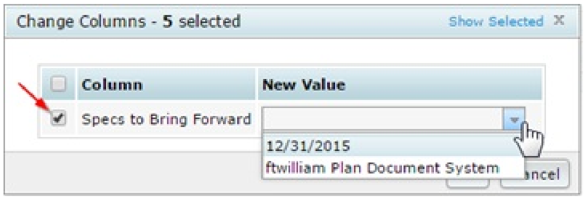
Once you are ready to proceed, select the "Do with Selected" button and a drop down will appear with the option to "Bring Forward Info" or "Change columns". The change columns option currently only contains the ability to change plan specs for all the selected plans. However, it has been designed this way so more options can be made available in the future.



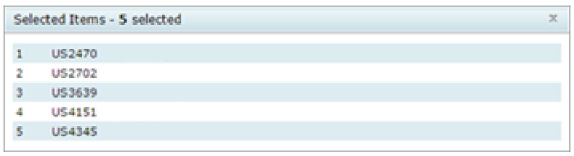
When selecting "Change columns", a pop up box will appear.



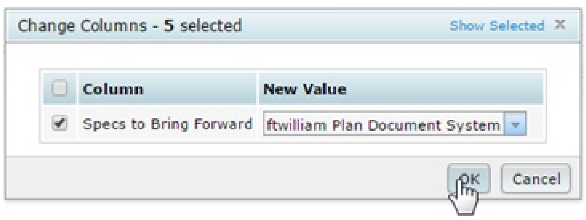
Be sure to select the check box next to "Specs to Bring Forward" and then select the value you wish to replace for the batch from the drop down for the option.



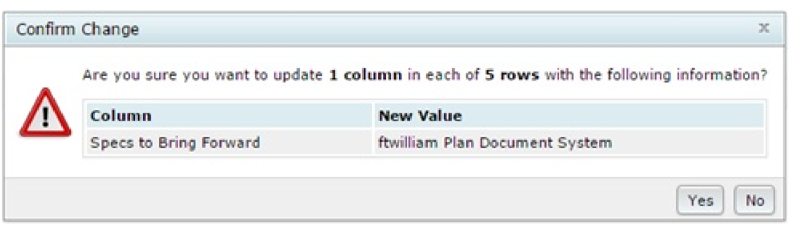
At this point you have the ability to display a list of the plans you have chosen by clicking on the "Show Selected" link in the upper right corner.



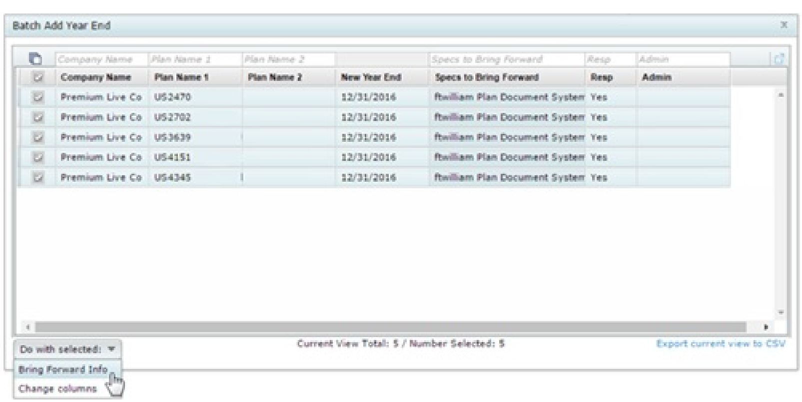
Select "OK" to proceed or "Cancel" to be returned to the "Batch Add Year End" window.



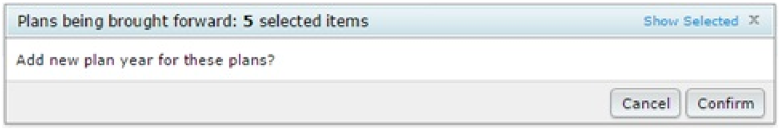
You will see a "Confirm Change" pop up. Select "Yes" to make the change or "No" to be returned to the "Change Columns" pop up.



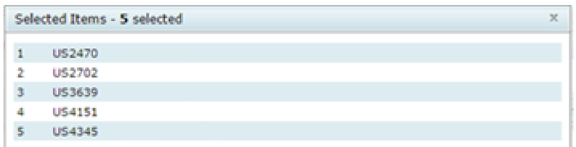
You will be returned to the "Batch Add Year End" window. From here, select "Bring Forward Info".



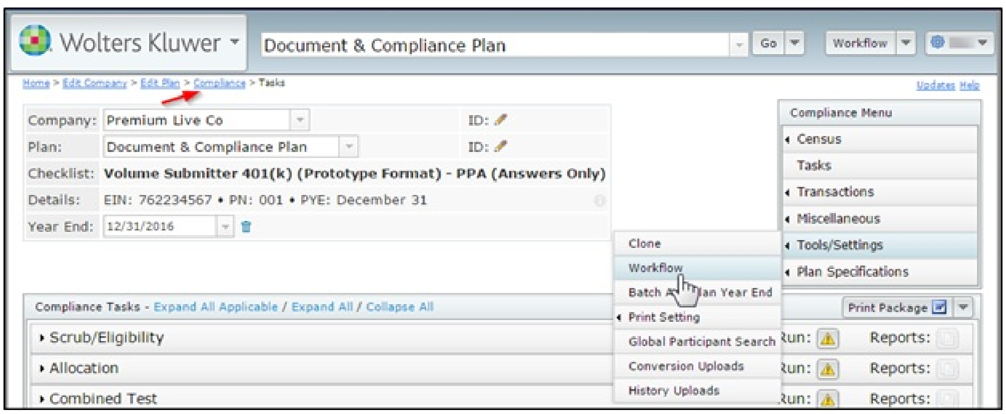
A pop up will appear to confirm your choice.



At this point you have the ability to display a list of the plans you have chosen by clicking on the “Show Selected” link in the upper right corner.



Select “Confirm” to proceed. You will be returned to the “Compliance Tasks” web page. From here select “Compliance” from the breadcrumbs at the top of the screen and you can go to any of the plans you have selected to view the newly added year end OR to view all added plan years, you can select “Tools/Settings” > “Workflow” from the Compliance Tasks web page.



You will be directed to the Workflow page and can sort by the “Yr End” column to see all the plans for that year end.