9.3.3. Custom Reports

10/29/2024 4:34 pm CDT

Certain reports in the Compliance Module are able to be customized, giving the ability to add, move and remove columns; change table column widths; change font type, size and color; filter to show only certain data; and change sort order. These changes can then be saved and used for all of your plans.

Accessing Custom Reports

Custom reports are located throughout the software. Below is a list of current reports and where they are located.

Report Name	Location
402(g) Limit Test	Scrub/Eligibility Reports
HCE Next Year	Scrub/Eligibility Reports
Top Heavy Minimum Allocation	Allocation Reports
Catchup and Excess	Miscellaneous Reports
RMD Notice	RMD Menu

Editing Custom Reports

Custom reports can be edited by clicking on the custom report icon (\fbox

) that appears next to all custom reports. This opens the report in a web view, where the user can add or remove columns, change text font type, sizes or colors, rearrange column positions, filter the report to only show certain criteria or change the sort order.

Below is a screenshot of the Scrub/Eligibility Report window. There are two custom reports here; the 402(g) Limit Test and HCE Next Year. Both of these reports have the custom report icon (

), which will access the web view of the applicable report.

Report		Format
Eligibility Status	¢	💌 💹 🗷
HCE Key Determination	¢	1 🗾 🗾
Key Determination for Next Year	٥	1 🗾 🗾
402(g) Limit Test	¢	💌 💹 🔣 📑
HCE Next Year	¢.	💌 I 💹 I 📧 I 👩

Clicking on a column within the web view will make the formatting options appear for that column. The left most icon has three options: Formatting, Hide column, and Show columns.

Demo Plan 402(g) Report - Detail 12/31/2016								
Formatting	SSN	Status	Comp	401(k)	Roth	Total Deferrals	402(g) Catchup	402(g) Excess
Hide column		Active	\$50,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00
Show columns		Active	\$50,000.00	\$6,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00
Show columns P		Active	\$50,000.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00
Employee4, EE4		Active	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee5, EE5		Active	\$31,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee6, EE6	-	Active	\$35,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00
Employee7, EE7		Active	\$45,000.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00
Employee8, EE8		Active	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ownerl, EEol		Active	\$265,000.00	\$24,000.00	\$0.00	\$24,000.00	\$6,000.00	\$0.00
Owner2, EEo2		Active	\$265,000.00	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00
Totals			\$866,000.00	\$57,000.00	\$0.00	\$57,000.00	\$6,000.00	\$0.00

Clicking on the formatting option will open a new window with all of the font style, color and sizing options. Alignment options and conditional formatting options are also here. Note that changes will apply to the headings, detail rows or total rows as selected from within the window.

format column: Comp			Ba	asic Formatting	onditional Formatting
Apply to:					
Headings					~
Heading text:					
Comp					
Font:		Size:		Style:	Color:
Calibri		9		BIU	
Calibri		9			
Cambria DejaVu Sans	^	10	^	Alignment:	
DejaVu Sans Mono		12			
DejaVu Serif Garamond	~	13 14	~	F	
< Previous Column Next (Column >				OK Cancal
SPICIFIC GOMMIN	Gordinin -				Cance

Clicking the option to hide a column will hide the column that you clicked on.

Hovering over the option to "Show columns" will expand the list of columns that are available to be added. You can select the option to add all available columns, or select one at a time.

Saving Custom Reports

After editing a custom report, you can save the report by clicking the save icon (

)in the upper left corner of the web view. You will save your reports in the folder tree under your company name by selecting the "save as" option. Note: See Permissions for additional information regarding who is permitted to save reports.

🖃 Your Company Code Name
💼 Ad Hoc Components
E Reports
🗐 Compliance
🗐 Scrub
🗐 402(g) Limit Test
💷 HCE Next Year
🗐 Sandbox
🖅 Public

Printing a Custom Report

There are multiple print format options available for each custom report, such as rtf, pdf and excel. Simply click on the applicable icon next to the custom report to print the format of your choosing.

Report		Format
Eligibility Status	¢	🐷 💹 🗷
HCE Key Determination	¢	1 🗾 🛛 🜌
Key Determination for Next Year	¢.	🐷 💹 🖂
402(g) Limit Test	¢	🖬 I 📕 I 🗶 🕼
HCE Next Year	0	💌 I 💹 I 🖾 🕞

Custom reports can also be printed directly from the web view by clicking the export button in the upper left corner, then selecting the applicable format.

402(g) Limit Test	Data refreshed 2017-09-26 at 08:42:25 🚯	
🕒 🔁 🦾 👌 🔊		of 2 🕨 🗰
As PDF		
As Excel		
As CSV	Demo Plan 401/a) Report Summary	
As RTF	404(g) report - Summary 12/01/016	
As XLSX		
	402(g) Test	
	Test Result PASS	

Global Custom Report Styles & Custom Report Selection

To view the current global report style and selected report for a custom report, click the gear icon next to the custom report. This will allow you to see the options selected for that report. Note that the Global Report Style that is selected applies to all custom reports.



Global Report Settings: 402(g) Limit Test		
Report Location:		
Compliance Catchup and Excess - Landscape mh	^	
402(g) Limit Test 402(g) Limit Test	~	
Global Report Style: FTW Elaborate Blue 🗸		
Change in Global Settings	Close	

To change these settings, Designated Admin users may either click the "Change in Global Settings" link or navigate to the Global Report Options from the Compliance Menu.

Print styles that are selected within the web view, will apply for reports printed from the web view only. To specify a specific print style for a report to use in the client package or individual print, the style must be selected from the Global Report Options.

Custom Reports Permissions

Custom Reports permissions determine whether or not a user can save a custom report and, if permitted to save, the location where they are permitted to save reports. The "Permissions" box in the Edit Users screen has a drop down next to "Custom Reports", containing options of Admin, Intermediate and Read Only.

Add User	✓ Delete Us	er Help Divisions Help Down	load User Report	
Jser Informatio	n	Module Permissions		Divisions
First Name	User	Retirement Documents	Edit V	Home Division DEFAULT
ast Name	Name	Welfare Documents	Edit 🗸	Edit Guest Division Permissions
Display Name	User Name	Nonqualified Documents	Edit 🗸	
Isername		TIAA Documents	Edit 🗸	Permissions
assword		IRS Forms	Edit 🗸	Termissions
Confirm Paceword		1099 Forms	Edit 🗸	Designated Admin No V
mail		5500 Forms Package	Edit 🗸	May Delete No V
		5500 Portal	Edit 🗸	May Add No V
Phone Number		ACA Forms	Edit 🗸	Can Edit Plan IDs
compliance trainer		Compliance Module	Edit 🗸	Custom Reports
		Portal	Edit 🗸	
		ftwClient Manager	Edit	
		Proposal	Edit 🗸	

When in the Custom Reports web view:

- Users with "Admin" selected for Custom Reports are allowed to save reports in any repository folder.
- Users with "Intermediate" selected for Custom Reports are allowed to save reports in the Sandbox folder only.
- Users with "Read Only" selected for Custom Reports are not allowed to save reports in any repository folder.

Note: Any user with "Yes" selected for Designated Admin, receives "Admin" permissions for Custom Reports by default. All other users receive "Read Only" by default. Changes to these permissions would need to be made by a Designated Admin in this screen.

Permissions	
Designated Admin	No 💙
May Delete	No 🗸
May Add	No 💙
Can Edit Plan IDs	~
Custom Reports	Read Only Intermediate Admin