Distribution Summary

12/05/2024 7:57 am CST

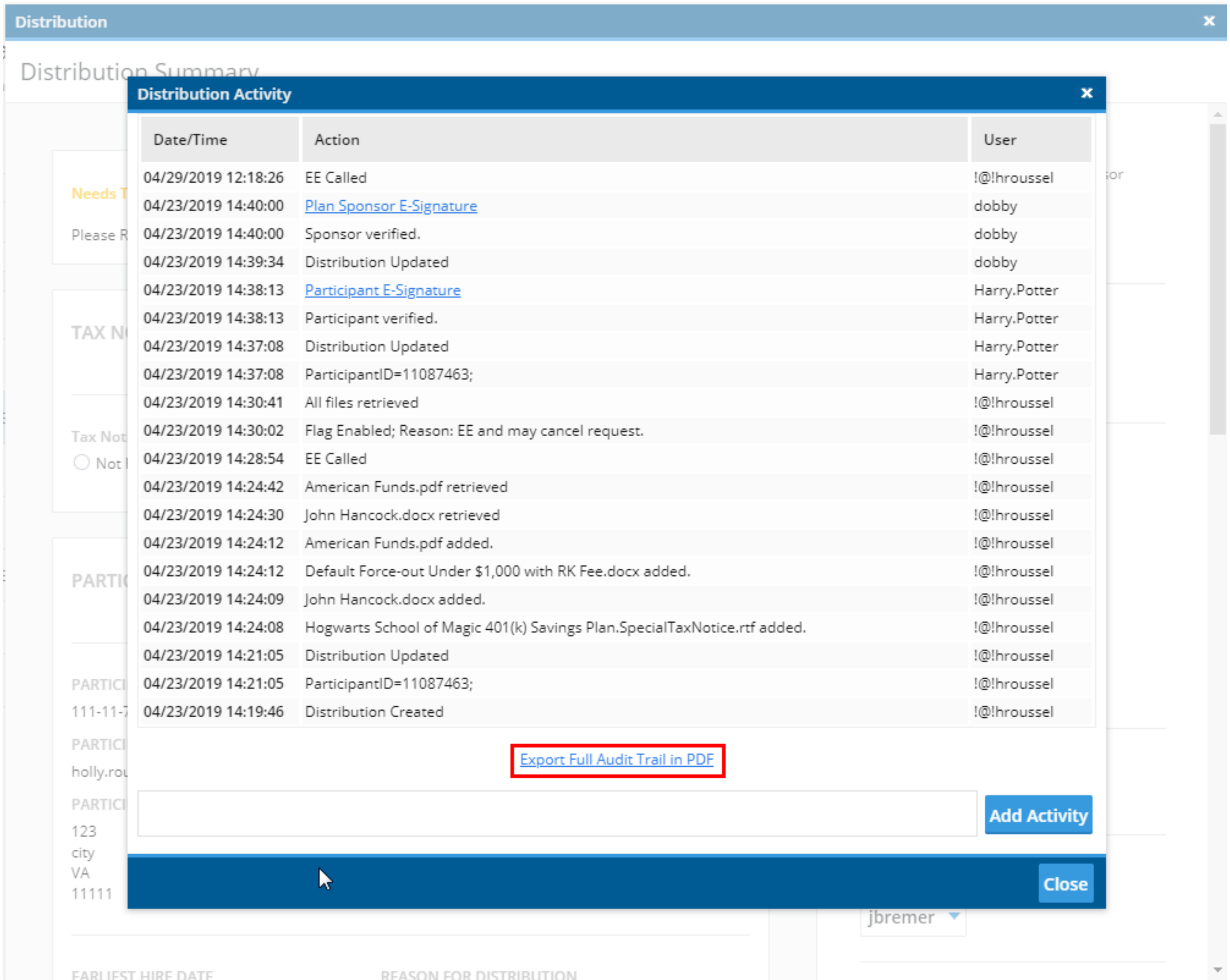
Distribution Summary Video

The distribution summary holds all data and files associated with a distribution. It is important that you make yourself familiar with all of the features included in the summary.

Activity Log

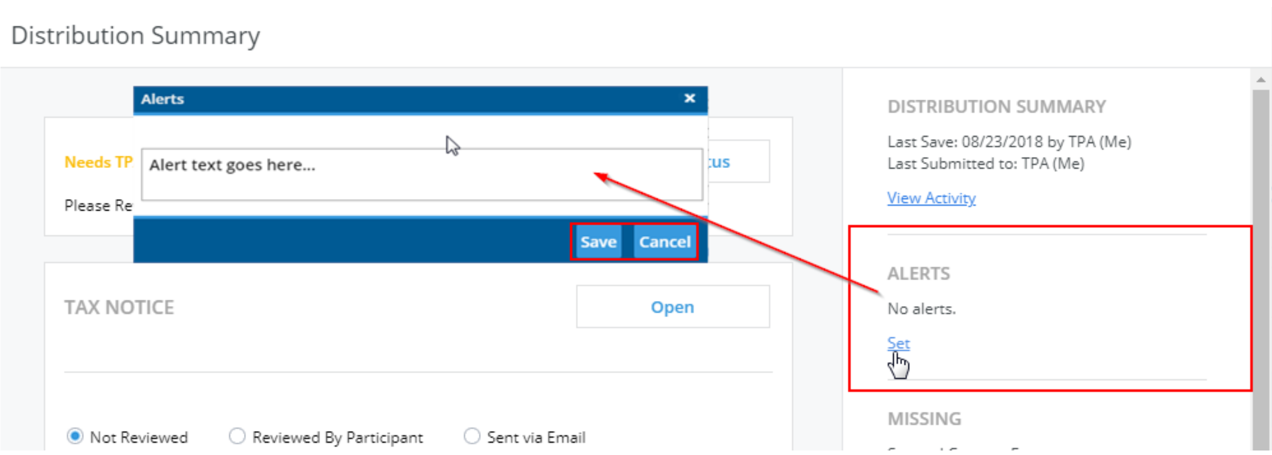
The first block in the “Distribution Summary” provides an activity log for the distribution. This is a great audit trail to reference when you are trying to figure out the last time a distribution was touched and by whom. On the main summary screen, the software will display the date the distribution was started, the date it was last submitted, the date it was last saved, and finally the date it was marked completed. By clicking the “View Activity” link you will see a full audit trail with a date/time stamp and the user connected to the activity. If an email was sent or an e-signature was done via the portal, there is a link provided that enables you to see the full body of the email that was sent and the e-signature details. You may also export this information in a PDF file via the ‘Export Full Audit Trail in PDF’ link at the bottom of the modal.

In the event that activity happens outside of the system, there is an option to add activity manually by clicking the “Add Activity” button. The software will log the text you supplied with a date/time stamp and attach it to the user who added the activity.

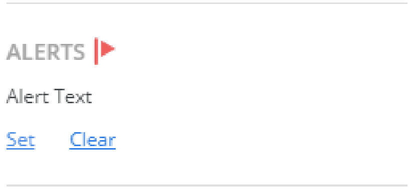


Alerts

The alert section is meant to draw your attention to something important regarding the distribution. These can be set automatically with notifications in the Notification Manager or set manually in the "Distribution Summary". Click the "Set" link and a box will open giving you a space to type your text. Once you set your alert, it will appear with a red flag under the Alert section. This will also create a red flag on your Global and Plan level dashboards.

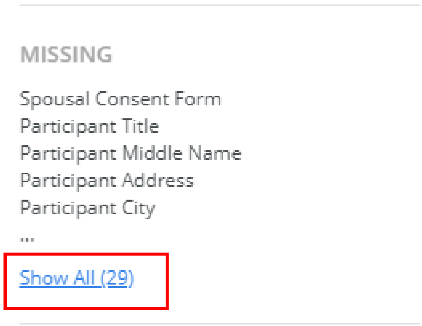


If you decide to add additional text or you have a manual and automatic alert, the software will append the text to add additional alert text.



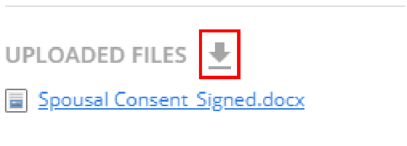
Missing

In the section called “Missing”, the software provides a list of data points that have not yet been provided. As you or other parties fill out the data collection form, these line items will fall off of your list. Click the “Show All (XX)” link to display the full list of Missing data.



Uploaded Files

The “Uploaded Files” section will display any files that were sent to you via the portal by the Participant or the Plan Sponsor (i.e. Spousal Consent, Check Request Form, etc.). In addition, you will notice a download files icon to the right of “Uploaded Files”; by clicking on this icon, the software will export any files that you uploaded for the Participant through DTS. This was likely done via the “Upload Miscellaneous Files” section of the data collection form or through the “Do with Selected” tool on the dashboards.



Owner and Responsible for 1099

The next two sections, “Owner” and “Responsible for 1099” can be set at the plan level on the “Edit Plan” screen, but the default can be overridden on the distribution level in this section. For “Owner”, this drop down menu will display all of the users in your account. The software will display the user internally responsible for the distribution on the Global and Plan level dashboards.

The “Responsible for 1099” radio button will allow you to indicate if you are responsible for the 1099 on the distribution level. This is ultimately what tells the software which distributions should be loaded into the 1099 Forms at the end of the year.

OWNER

zTest

RESPONSIBLE FOR 1099

- (selected) Yes
- No

Plan Details and Account Manager

The last two sections, "Plan Details" and "Account Manager" are set-up via the specifications tab. The Account Manager is the person at your firm internally that is the day to day contact for the plan. This person may differ from the individual responsible for the distribution.

PLAN DETAILS

DTS Sample 401(k) Plan

EIN: 12-1234567
ColD:
PN: 001
PlanID: DTS-HRG
1099: Yes

ACCOUNT MANAGER

Account Manager

Email: account@email.com
Phone: 414-555-5555
Fax: 414-226-2443

Office Hours:
Mon-Friday 9:00am to 5:00pm CT