5.5. Reports

12/04/2024 3:51 pm CST

All transaction batches need to be posted for the data to feed to the financial reports, participant statements, and other software calculations. You can select the date range for statements and reports at the top of the Transactions /Statements screen; the dates will default to the plan year but you can change them to any date range within the plan year. These dates also control the period over which balance forward earnings are calculated.

To select and run participant statements and financial reports, go to Transactions => Reports; you can select a report from this screen by clicking on one of the icons. Note that there are two styles for participant statements with space for custom messaging - see the section below on the printing parameters for more information. In addition, several plan level financial reports can be selected from this part of the software.