QS Part 7: Compliance Menu – Tools/Settings

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The following options are available under Tools/Settings:

- Clone – this option allows you to clone a plan and copy it into another plan; you can just copy plan specifications, or both plan specifications and participant census data. You would first need to add a plan to clone to.
- Workflow – this screen shows a grid listing each plan that has a year-end added in the compliance module. You can see what tasks have been run including the date and time they were done.
- Print Settings – Global – on this screen master users and designated admin users can upload a generic letter which will serve as a template for the letter included in your client packages, set the global “Prepared by” and design custom print styles.
- Print Setting – Plan Level – here you can pull in the global generic letter and customize it for this plan, as well as select print styles for your reports and participant statements.
- Global Participant Search – this screen allows you to search for a participant across all the plans in your account and go directly to that plan.
- Conversion uploads – here you can upload conversion files from prior record keepers containing census data and/or account balances.
- History uploads – here you can add historical data on participants such as compensation, contributions and distributions as well as hire and termination dates to either add to or replace those already there.

Detailed instructions on all these options are in the User Guide.