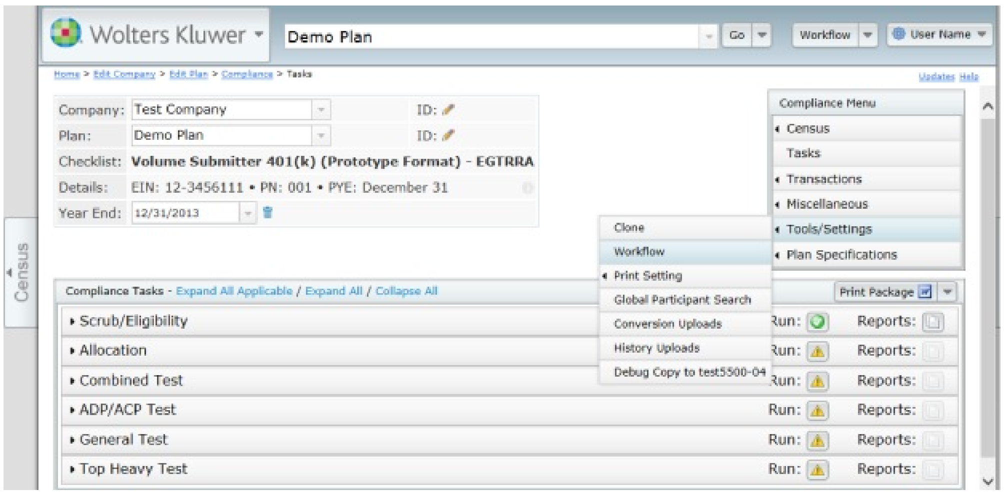
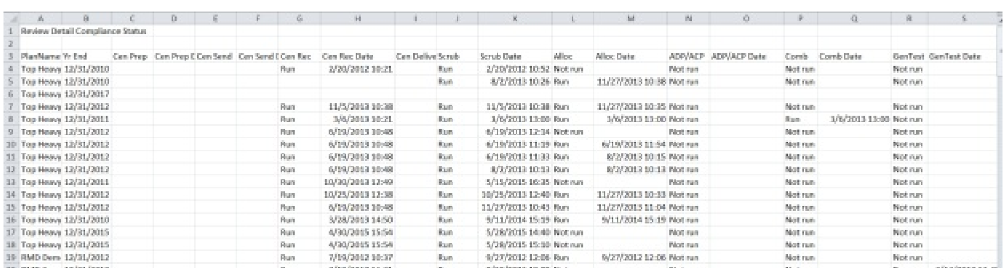
Workflow

02/16/2026 3:27 pm CST

The Workflow Grid is located in the Compliance Menu, under “Tools/Settings”, by clicking “Workflow”.



This is a global grid, listing each plan under a customer’s account to which a year end has been added in the Compliance software and showing whether or not each task has been run. Most entries in the grid are automatically updated by the software when the task in question is performed. Note that you can sort any column by clicking on the column name; you can also export the grid to Microsoft Excel via the “Download Spreadsheet” link.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Review Detail Compliance Status																		
2																			
3	PlanName	Yr End	Cen Prep	Cen Prep D	Cen Send	Cen Send D	Cen Rec	Cen Rec Date	Cen Delive	Scrub	Scrub Date	Alloc	Alloc Date	ADP/ACP	ADP/ACP Date	Comb	Comb Date	GenTest	GenTest Date
4	Top Heavy	12/31/2010					Run	2/20/2012 10:21		Run	2/20/2012 10:52	Not run		Not run		Not run		Not run	
5	Top Heavy	12/31/2010								Run	8/2/2013 10:26	Run	11/27/2013 10:38	Not run		Not run		Not run	
6	Top Heavy	12/31/2017																	
7	Top Heavy	12/31/2012					Run	11/5/2013 10:38		Run	11/5/2013 10:38	Run	11/27/2013 10:35	Not run		Not run		Not run	
8	Top Heavy	12/31/2011					Run	1/6/2013 10:21		Run	1/6/2013 13:00	Run	1/6/2013 13:00	Not run		Run	1/6/2013 13:00	Not run	
9	Top Heavy	12/31/2012					Run	6/19/2013 10:48		Run	6/19/2013 12:14	Not run		Not run		Not run		Not run	
10	Top Heavy	12/31/2012					Run	6/19/2013 10:48		Run	6/19/2013 11:19	Run	6/19/2013 11:54	Not run		Not run		Not run	
11	Top Heavy	12/31/2012					Run	6/19/2013 10:48		Run	6/19/2013 11:33	Run	8/2/2013 10:15	Not run		Not run		Not run	
12	Top Heavy	12/31/2012					Run	6/19/2013 10:48		Run	8/2/2013 10:13	Run	8/2/2013 10:13	Not run		Not run		Not run	
13	Top Heavy	12/31/2011					Run	10/30/2013 12:49		Run	5/15/2015 16:35	Not run		Not run		Not run		Not run	
14	Top Heavy	12/31/2012					Run	10/25/2013 12:38		Run	10/25/2013 12:40	Run	11/27/2013 10:33	Not run		Not run		Not run	
15	Top Heavy	12/31/2012					Run	6/19/2013 10:48		Run	11/27/2013 10:43	Run	11/27/2013 11:04	Not run		Not run		Not run	
16	Top Heavy	12/31/2010					Run	3/28/2013 14:50		Run	9/11/2014 15:19	Run	9/11/2014 15:19	Not run		Not run		Not run	
17	Top Heavy	12/31/2015					Run	4/30/2015 15:54		Run	5/28/2015 14:40	Not run		Not run		Not run		Not run	
18	Top Heavy	12/31/2015					Run	4/30/2015 15:54		Run	5/28/2015 15:30	Not run		Not run		Not run		Not run	
19	RMD Dem	12/31/2012					Run	7/19/2012 10:37		Run	9/27/2012 12:06	Run	9/27/2012 12:06	Not run		Not run		Not run	
20	RMD 2	12/31/2010					Run	7/19/2012 16:21		Run	8/20/2012 10:09	Not run		Not run		Not run		Run	2/14/2013 13:4

The grid includes the following columns:

- Plan Name
- Year End
- Census Prep - whether the census has been prepared and posted to the portal (for portal customers only).
- Census Send - whether the census has been sent to the client via the portal (for portal customers only)
- Census Rec - whether the census has been uploaded
- Scrub - whether the data scrub has been run
- Alloc - whether the allocation has been run.
- ADP/ACP - whether the ADP/ACP tests have been run.
- Comb - whether the Combined Test has been run.
- Gen Test - whether the General Test has been run.
- Top Hvy - whether the Top Heavy Test has been run.
- C Pack - whether the Client Package has been prepared.
- Resp - for customer use to indicate whether responsible for the plan.

- Admin - for customer use to assign an Admin to the plan. All system users with Admin access will be available to select from the drop-down box.