

**Q&A from DC/Win Data Import Assistant – Basic Census
Presented live on August 2, 2007**

Q: In the beginning of the presentation you appeared to say that there were required fields, one of them was investments, what information is required?

A: The required fields vary depending upon the categories you are selecting. For example, if I am importing investment transaction data, say gain/losses, one of the required fields would be an investment identifier (ticker, CUSIP or investment description). If I am importing employee information only, then an investment identifier is not needed and would not be required or appear in the red font since that Category would not be checked.

Q: How do I enter an employee compensation if he/she has K-1 compensation and W-2 compensation?

A: There is an Other FICA Wages field on the Employees | Census tab that is used when an owner receives outside W-2 earnings for purposes of correctly calculating the 50% FICA deduction. You can include that field in your DIA file by choosing it under the Employee Pension Plan category. Note that this is considered more advanced field and requires that your level on the DIA be set at "No Restrictions" for accessing this field.

Q: Do we still need Employee Number or is the Social Security number enough?

A: The system uses the Employee Number or the Social Security Number as the employee identifier. Only one is required.

Q: Do we need plan year, payroll beginning or ending date?

A: Yes, you need either (but not both) a beginning or ending date to ensure that the payroll is imported into the proper period. It is possible to import without an identifying date but we don't recommend it for that reason.

Q: Are the required fields required to be at the front of the data or can they be anywhere on line? Do the Plan Identifiers need to be in the first couple columns at the left? A - B - C etc.?

A: Generally, no you do not. The import program will read identifiers from left to right as well as right to left. However, complex imports involving many different types of data may require placement of the identifiers in a hierarchical order.

Q: Are the DIAs brought in when the plan is transferred from DOS, or do we have to create new ones in DC/WIN?

A: DOS uses DIS files and the process and program coding is completely different in DC /Win. You need to create new ones in DC/Win or edit the Sample files provided with the system

Q: Is there a way to reflect fields with check-marks in the imported excel, e.g. the 5% owner field?

A: Yes, those fields can be found under the Employee Category and require a "Y" or "N" in the spreadsheet (Y checks the box, N does not). You should, instead, consider importing the actual ownership percentage. This becomes extremely important when doing administration on partnerships where the ownership percentages are critical in determining the net earnings from self-employment.

Q: We use the system for testing only. Do you have to export out the data first or can you just import in the 2007 census (once you have advanced to the next year)?

A: You can always import only. The purpose of my demonstrating the export was merely to ensure that you get a workable spreadsheet created that can be easily imported back into the system

Q: I'm interested in importing investment info from investment companies that do NOT submit in spreadsheet format - in other words, I'd have to make the spreadsheet. Do you have any helpful hints?

A: They probably provide the investment data in some file format, just not in an Excel spreadsheet. That's not a problem. You would create a DIA file to match the file type that they are using (comma delimited or fixed length, for example). Also, check out the Investment Interfaces in Help under the topic Import & Export. There are a number of investment companies where we have already built into the system an interface to facilitate their data import. American Funds, John Hancock, Nationwide and ING are some frequently used investment companies that come to mind.

Q: Do you need to calculate after the import to update the plan?

A: Yes, because batches that were created during the import need to be calculated.

Q: When doing the export, and you ask for terminated participants to be exported using the check box, will it export ALL terminated participants?

A: It will ignore those who have terminated more than 1 year ago and have no account balance.

Q: When the date of hire imports I currently get a warning and it overwrites the old date of hire. Is there a way to tell the system to reject the new date of hire?

A: No. The system doesn't know if the data is good or not and it imports what you tell it to through the DIA file. If you want it to ignore the date of hire, then just assign the "skip field" to the DIA file for that particular field in your spreadsheet.

Q: Do SSNs, dates of employment, termination, and birth have to be in any certain format? Do you have to tell your DIA whether comp/deferrals have dollar signs, # of decimal places, etc?

A: No. Generally the system will look at the field and interpret its formatting. For, example, most date fields can be entered in any date format and will automatically be read. If you

create the spreadsheet from the Export feature, then your formatting should automatically be built into the spreadsheet that the export creates.

**Q: How do loading ending balances into Employee Investment accounts work?
Presently it seems you must enter one source and one fund at a time.**

A: Ending balances are calculated fields and therefore cannot be imported.

Q: When I try opening the sample DIA file I am getting a message "Warning: Sample data is Fixed-length but DIA is Excel. DIA is incompatible. Choose another." Why am I not able to open one of the sample files?

A: Your DIA file is set to read Excel files and your sample is not an excel file but rather a fixed-length file format. Open the DIA file, click on the Options button and choose Fixed-Length from the File Type dropdown box.