

## Q& A from Transfer from DOS to DC/Win Webinar Presented Live August 30, 2007

**Q: What happens when you have one client where you have four sources - two sources share gains. Will the Windows version automatically import that direction to the windows version?**

*A: Before transferring the plan make sure that 'GAIN/LOSS SHARES WITH THESE ACCOUNTS' reflects which accounts share gain.*

**Q: How do you delete an account after transfer?**

*A: If you mean deleting an investment that has been created in error, if there is employee activity in that investment, it can't be done. You can either delete the plan, fix the Account Definition screens in the DOS plan and then transfer the plan again or click on the Merge button at the bottom of the Plan Investments screen and merge the investment into the one you want.*

**Q: If we overrode dates of participation, should they be macro'd out before the transfer?**

*A: No. Just be aware that if you've overridden them in DOS for some reason, you may find that the employee may no longer be eligible for any source or is now participating in a source that he normally wouldn't participate in. There is no way to identify an employee with an overridden date of participation in DOS.*

**Q: What happens to screen 33 notes?**

*A: They transfer over to DC/Win. They are on Employee\Census\Addr, etc screen*

**Q: What happens to the info on screen 13?**

*A: The information transfers over to DC/Win. You will find the information on the Sources\Allocation screen.*

**Q: Can you talk about how the plan level screens import into windows?**

*A: That information is transferred over and populates the appropriate fields on the plan*

**Q: What if you transfer a plan and forget to put your ticker symbol in, can it be corrected later?**

*A: The easiest thing to do would be to just delete the Windows plan that was just created, fix the account in DOS, and then re-transfer it. Or you could use the Merge Investments feature.*

**Q: If a plan also allows union employees, can you run tests to test these people separately**

*A: That is a future enhancement.*

**Q: You mentioned DOS screen 11, after a transfer you may get people who were not previously eligible, explain.**

*A: You can't have a 1000 hour requirement with less than 12 months of service although that condition could exist in DOS. When you transfer the plan over to DC/Win it will generate a message in the log file that the 1000 hour requirement was not transferred over. If an employee was being kept out simply because of hours in DOS, DC/Win will make him eligible because the 1000 hour requirement has been removed.*

**Q: Are there handouts available to print before the webinars happen**

*A: Yes, on [www.dataair.com/training.htm](http://www.dataair.com/training.htm). We also send an email out when they are posted, usually a day or two ahead. You have to download them from the training page - the email is through the support announcements.*

**Q: Is there any information in windows that needs to be changed/added after transferring?**

*A: If you have multiple Type O or I accounts in DOS you may have to make adjustments to the Source Definitions in Windows after the transfer. You may also have to change a match to Safe Harbor Match source type. The transfer program will make an assumption as to what sources of contribution those accounts refer to based on how you have screen 14 coded which may or may not be correct. The log file that is generated with each transfer will tell you what assumptions the system made. You will also need to verify the investments are as desired.*

**Q: How can you print a salary history in DCWin?**

*A: This is a future enhancement.*

**Q: Do I have to do anything if there is an investment that is unique to a certain plan?**

*A: Yes. On the Investment\Investment Definition\Detail screen check 'Unique to this Plan'. Use this with caution. You will not be able to use or see this investment anywhere in the database except the plan that it is assigned to.*

**Q: Is there a list of the ticker symbols that can be printed?**

*A: Not specifically but if you go to File\Database Utilities\Record Count and choose Investment Usage (all investments), all of the investments and ticker symbols will be displayed. You can block that and drop it into Excel. A sampling of the ticker symbols was on the powerpoint slides for this webinar.*

**Q: For learning purposes, can we transfer the 2005 file, work with it through the 2006 plan year (making certain our results mirror the DOS results), then delete it and finally pull over the DOS 2006 year as our true starting point?**

*A: If it matches DOS, you shouldn't need to delete it. We recommend completing a handful of your plans side by side in both systems. If you want a clean slate, you will need to delete the sponsor and not just the plan.*

**Q: Deleting the sponsor won't affect other WIN programs such as Reporter or Document System will it?**

*A: Not yet. Once the databases are merged yes. Hopefully you will be all transferred by then :)*

**Q: Since you may not "see" terminated employees, will the system warn you if you try to enter someone twice (a rehire)? -- DOS does not**

*A: If you've entered employee number and/or Social Security numbers and you try to add that number again, the system will give you a message that the employee/Social Security number already exists. In DOS, since the employee records are not hidden, if you enter an already existing employee number to add that employee, the system will display the record and you'll see that it already exists.*

**Q: Will all the account history for each participant transfer over?**

*A: The plan to date information will transfer over.*

**Q: Currently in DOS for our daily plans (ex: john hancock) we have 2 files. One for the actual year end testing and the second to merge the John Hancock data to balance with their reports. How should we handle this in windows? Should we just give the second file a different 3 digit plan number?**

*A: You probably don't need to maintain 2 files for the same plan. Contact Customer Support directly to discuss your specific situation.*

**Q: If you don't enter a ticker symbol in DOS, how does it know what investment to default to?**

*A: If there is only one account per source the system will assume the @pool or pooled investment. If there is more than one account per source of contribution, the system will create a new investment using the account name that was on the Account Definition Screen in DOS for that account.*

**Q: What is the downside to transferring a plan before finalizing the Trust Accounting?**

*A: We recommend that the year be complete in DOS before you transfer the plan. There have been instances where, due to the way the plan was set up in DOS, transferring the plan in the middle of the year and going forward did not work well.*

**Q: Can you allocate earnings between two different accounts(money sources)?**

*A: Yes. On the Transaction tab choose All Sources. If there is one source that you don't want to include, choose an allocation method of 'None'.*

**Q: Last year we transferred all of our plans to windows, then due to some issues ended up using windows on a very limited basis. We want to try again this year, so should we first delete any plans that were previously transferred (before we transfer the 12/31/06 completed dos files)?**

*A: Yes, if you completed the work in DOS. You want a clean slate in DC/Win. Delete the Sponsor and not just the plan. Call when you are ready to do your first clean up.*