




DB/Win Reports

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DB/Win Reports

- What Reports are available
- What Options are available
- Setting Defaults
 - Report Setup
- Report Viewer
 - Preview Reports
- Report Bells & Whistles
- Filters

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Top Features

- Contribution Deposit/Due Report indicating current funding results
- Contribution Requirement Report providing overview for funding requirements
- AFTAP Certification Letter
- Schedule SB Attachments and transfer of data to DATAIR's Pension Reporter (5500) System

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Getting to Reports



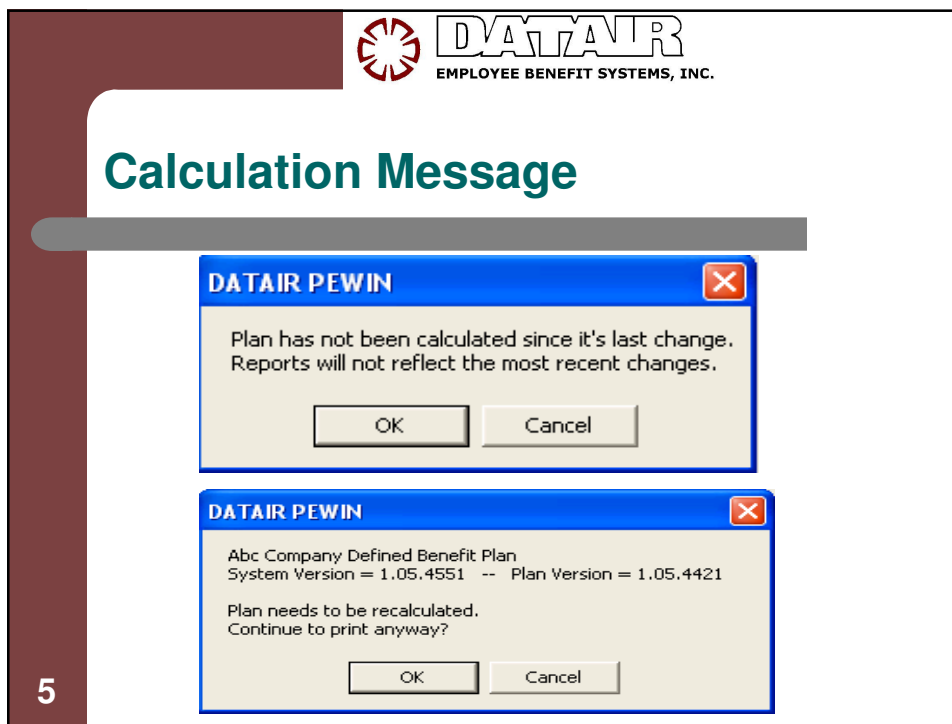
File Edit Go Calculations **Reports** View Help

Select and Print... Ctrl+P
 Scheduled Reports
 Report Writer
 Report Viewer
 Report Set Up



PE / Win
 Activities
 Calculations
Reports
 Select & Print
 Scheduled Reports
 Report Designer
 Report Viewer
 Report Set Up

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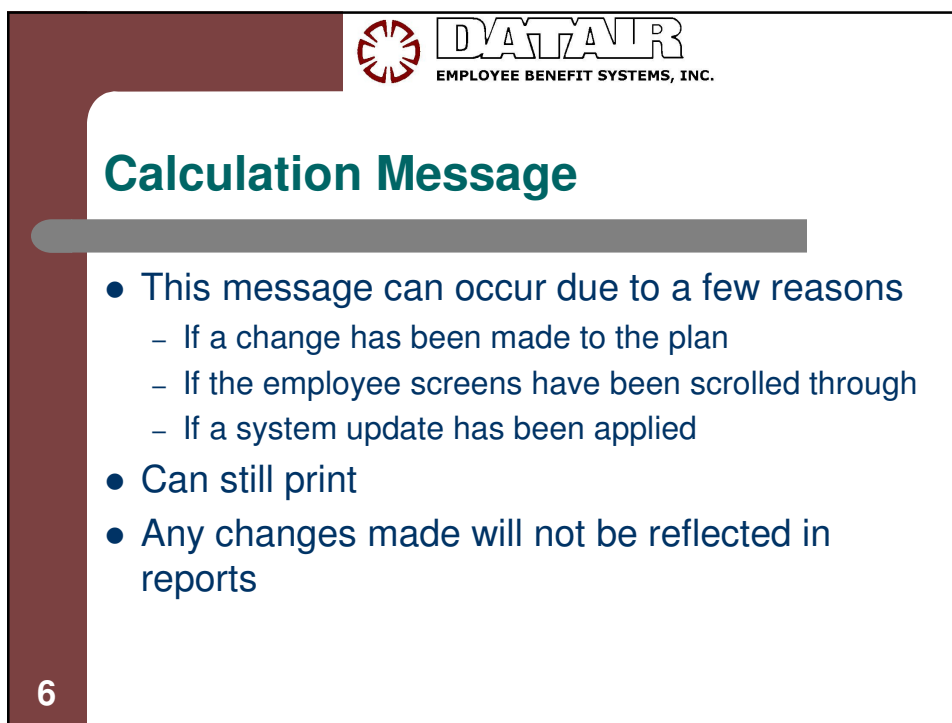
The screenshot shows a presentation slide titled "Calculation Message" with the DATAIR logo and "EMPLOYEE BENEFIT SYSTEMS, INC." in the top right. The slide number "5" is in the bottom left. The main content is a screenshot of a "DATAIR PEWIN" dialog box. The dialog box has a blue title bar with a close button (X) in the top right. The text inside reads: "Plan has not been calculated since it's last change. Reports will not reflect the most recent changes." Below the text are two buttons: "OK" and "Cancel".

Calculation Message

DATAIR PEWIN

Plan has not been calculated since it's last change.
Reports will not reflect the most recent changes.


OK Cancel



The screenshot shows a presentation slide titled "Calculation Message" with the DATAIR logo and "EMPLOYEE BENEFIT SYSTEMS, INC." in the top right. The slide number "6" is in the bottom left. The main content is a list of bullet points explaining why a calculation message might occur.

Calculation Message


- This message can occur due to a few reasons
 - If a change has been made to the plan
 - If the employee screens have been scrolled through
 - If a system update has been applied
- Can still print
- Any changes made will not be reflected in reports



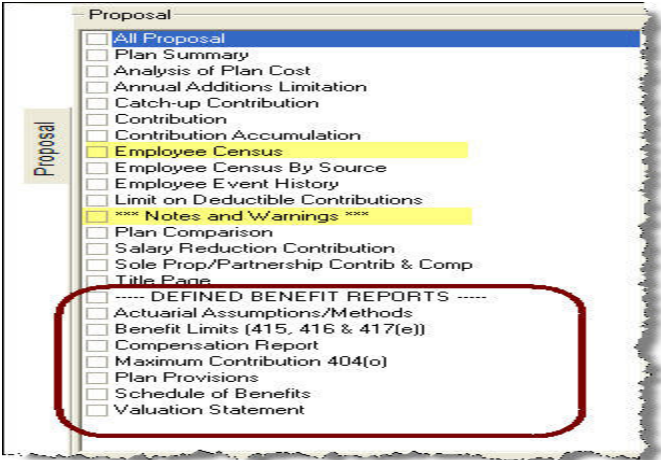
Select and Print

- Printer Options
- Report Selections
- Sorting Preferences
- Grouping Order
- Error Log

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Proposal Reports



Proposal

- All Proposal
- Plan Summary
- Analysis of Plan Cost
- Annual Additions Limitation
- Catch-up Contribution
- Contribution
- Contribution Accumulation
- Employee Census
- Employee Census By Source
- Employee Event History
- Limit on Deductible Contributions
- *** Notes and Warnings ***
- Plan Comparison
- Salary Reduction Contribution
- Sole Prop/Partnership Contrib & Comp
- Title Page
- DEFINED BENEFIT REPORTS ----
- Actuarial Assumptions/Methods
- Benefit Limits (415, 416 & 417(e))
- Compensation Report
- Maximum Contribution 404(o)
- Plan Provisions
- Schedule of Benefits
- Valuation Statement

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Proposal Reports

Proposal

- All Proposal
- Plan Summary
- Analysis of Plan Cost
- Annual Additions Limitation
- Catch-up Contribution
- Contribution
- Contribution Accumulation
- Employee Census
- Employee Census By Source
- Employee Event History
- Limit on Deductible Contributions
- **** Notes and Warnings ****
- Plan Comparison
- Salary Reduction Contribution
- Sole Prop/Partnership Contrib & Comp
- Title Page
- DEFINED BENEFIT REPORTS -----
- Actuarial Assumptions/Methods
- Benefit Limits (415, 416 & 417(e))
- Compensation Report
- Maximum Contribution 404(c)
- Plan Provisions
- Schedule of Benefits
- Valuation Statement

These two reports are equivalent to the DOS Plan Specs report

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Valuation Reports

Valuation

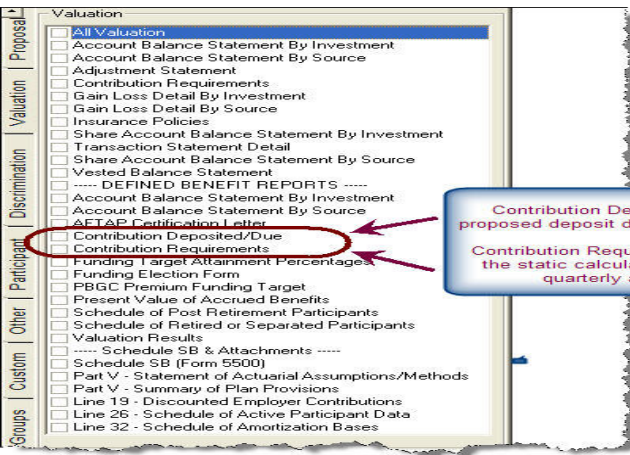
- All Valuation
- Account Balance Statement By Investment
- Account Balance Statement By Source
- Adjustment Statement
- Contribution Requirements
- Gain Loss Detail By Investment
- Gain Loss Detail By Source
- Insurance Policies
- Share Account Balance Statement By Investment
- Transaction Statement Detail
- Share Account Balance Statement By Source
- Vested Balance Statement
- DEFINED BENEFIT REPORTS -----
- Account Balance Statement By Investment
- Account Balance Statement By Source
- AFTAP Certification Letter
- Contribution Deposited/Due
- Contribution Requirements
- Funding Target Attainment Percentages
- Funding Election Form
- PBGC Premium Funding Target
- Present Value of Accrued Benefits
- Schedule of Post Retirement Participants
- Schedule of Retired or Separated Participants
- Valuation Results
- Schedule SB & Attachments -----
- Schedule SB (Form 5900)
- Part V - Statement of Actuarial Assumptions/Methods
- Part V - Summary of Plan Provisions
- Line 19 - Discounted Employer Contributions
- Line 25 - Schedule of Active Participant Data
- Line 32 - Schedule of Amortization Bases

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Valuation Reports

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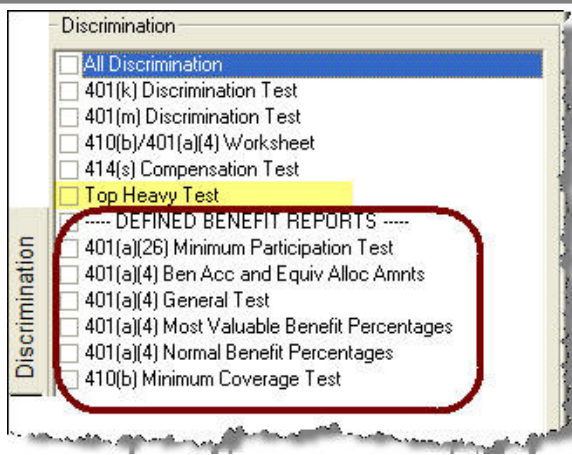
The screenshot shows a menu titled "Valuation" with various report options. Two callout boxes provide details:

- Contribution Deposited/Due**: Contribution Deposited shows proposed deposit dates and amounts
- Contribution Requirements**: Contribution Requirements reflects the static calculated min/max & quarterly amounts.

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Discrimination Reports

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The screenshot shows a menu titled "Discrimination" with various report options. The "Top Heavy Test" option is highlighted in yellow.



Participant Reports

Participant

- All Participant
- Announcement of Participation
- Participant Statement By Investment (ver 1)
- Participant Statement By Investment (ver 2)
- Participant Statement By Source (ver 1)
- Participant Statement By Source (ver 2)
- Participant Statement By Shares
- DEFINED BENEFIT REPORTS -----
- Cash Balance Account Statement (ver 1)
- Cash Balance Account Statement (ver 2)
- Notice of Plan Benefits
- Optional Forms of Benefit
- Participant Statement
- Relative Value Disclosure

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Other Reports

Other

- All Other
- Anniversary Notification
- Batch Detail
- Company List
- Data Comparison
- Employee Summary
- Override
- Plan Distribution
- Required Minimum Distribution

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Grouping Reports

Groups

Save Current Group

Description:

Available Groups


- AB
- DB Beta Reports
- DB Beta Sample Reports
- DB Sample
- DB/Win Reports
- group

Documents In Group:

Seq	Job Description	Printer
1	Title Page	DATAIR PDF Print
2	Plan Provisions	DATAIR PDF Print
3	Actuarial Assumptions/Methods	DATAIR PDF Print
4	Employee Census	DATAIR PDF Print
5	Compensation Report	DATAIR PDF Print

Show Documents In Each Group

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Print Options

Print Options - All Reports

Device

Name:

Tray:

Status: Ready

Type: File

Print All To The Same File

Location:

Append To Existing File

Print Range - Employee Event History


All

Pages: From: To:

Suppress Page Numbers Use Border
 Suppress Date On Pages Use Watermark
 Suppress Plan Ident On Pages Use Logo
 Use Margins Use Fonts

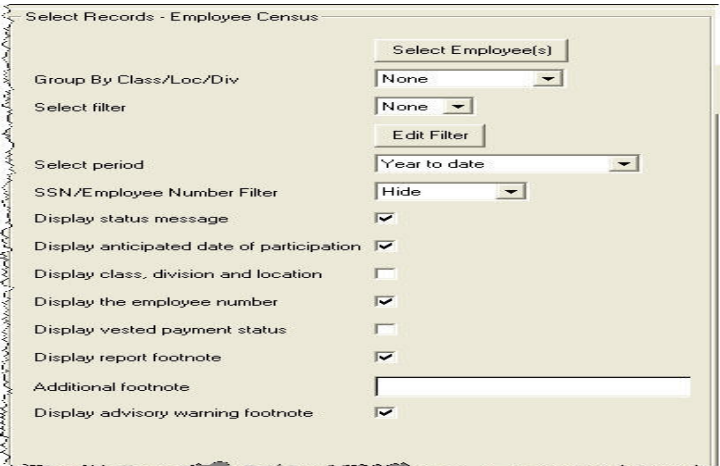
Number of copies: Start page numbering with

16

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Selection Options

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Select Records - Employee Census

Select Employee(s)

Group By Class/Loc/Div: None

Select filter: None

Select period: Year to date

SSN/Employee Number Filter: Hide

Display status message:

Display anticipated date of participation:

Display class, division and location:


Display the employee number:

Display vested payment status:

Display report footnote:

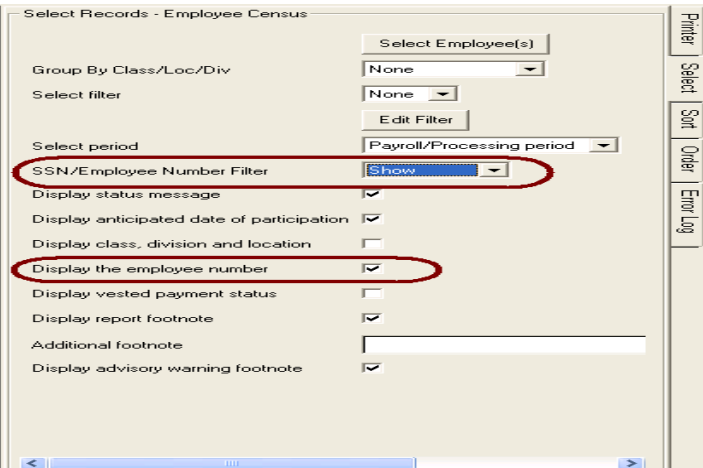
Additional footnote:

Display advisory warning footnote:

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Show/Hide/Display SSN or EEN

18



Select Records - Employee Census

Select Employee(s)

Group By Class/Loc/Div: None

Select filter: None

Select period: Payroll/Processing period

SSN/Employee Number Filter: Show

Display status message:

Display anticipated date of participation:

Display class, division and location:

Display the employee number:

Display vested payment status:

Display report footnote:

Additional footnote:

Display advisory warning footnote:



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Show/Hide/Display SSN or EEN

- Feature is for SSN
- EEN *only* if same as SSN or a nine digit number
- Display last 4 digits: xxx-xx-1234
- Global selection
 - Once selected will affect all reports being printed at same time

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Show/Hide/Display SSN or EEN

- Display EEN option
 - Will display EEN instead of SSN
 - Reports such as Employee Census
 - When EEN is same as SSN still need to use the Show/Hide/Display option

SSN/Employee Number Filter	Last 4 digits ▾
Display status message	<input checked="" type="checkbox"/>
Display anticipated date of participation	<input checked="" type="checkbox"/>
Display class, division and location	<input type="checkbox"/>
Display the employee number	<input type="checkbox"/>

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Show/Hide/Display SSN or EEN

EEN	SSN	First Name	Last Name
555-38-5120	555-38-5120	Janie	Beach
5	333-55-9830	Taylor	Bluffton
14	777-55-1960	John	Doe
2	111-32-2322	Sally	Jahr
13	777-44-1942	Kyle	Johnson
8	333-45-9801	Bob	Lewis
9	111-58-3580	Todd	Lund
4	555-85-1080	Susie	Smith
3	555-18-9420	John	Spears
1	111-58-3880	Sam	Wiggins
11	777-22-1942	Pat	Williams

Janie has her SSN entered for her EEN

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Show/Hide/Display SSN or EEN

- Not using display EEN prints SSN
- Uses the Show/Hide/Display option

EMPLOYEE CENSUS

Sample DB Plan

For the plan year 1/1/2008 through 12/31/2008

Percent - SVC - - Ages - - Dates -

Key	Owner	SS	FS	Gender	PA	AA	RA	Birth	Hire	Part	Retire	Con
###-##-5120	Janie Beach			F	34	38	65	09/05/70	08/22/03	01/01/05	10/01/35	
###-##-9830	Taylor Bluffton			M	28	34	65	03/18/74	11/16/01	01/01/03	04/01/39	
###-##-1960	John Doe	terminated 12/30/2008 no BIS - not yet paid										
###-##-3332	Sally Jahr			M	40	48	65	07/05/60	12/16/95	01/01/01	08/01/25	

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Show/Hide/Display SSN or EEN

- Using Display EEN option -Janie's EEN is the SSN
- Display last 4 digits option selected

SAMPLEDB **EMPLOYEE CENSUS**

Sample DB Plan
For the plan year 1/1/2008 through 12/31/2008

Percent - SVC - Ages - Dates

Key	Owner	PS	FS	Gender	PA	AA	RA	Birth	Hire	Part	Retire	Co
###-##-5120	Janie Beach	4	27	F	34	38	65	09/05/70	08/22/03	01/01/05	10/01/05	
5	Taylor Bluffto	6	30	M	28	34	65	03/18/74	11/16/01	01/01/03	04/01/09	
14	John Doe --	terminated 12/30/2008 no EBS - not yet paid										
8	0	M	40	48	65	07/05/60	12/16/95	01/01/01	08/01/25			
2	Sally Jahr	6	14	F	45	50	65	04/08/58	04/03/02	07/01/03	05/01/23	

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Sort Options

Sort Records - Employee Event History

Sort by:

Order by:

Sort by:

Order by:

Sort by:


Order by:

Sort by:

Order by:

Sort

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Order of Reports

Current Batch Print Order

Seq.	Job Description	Printer
1	Title Page	DATAIR PDF Print
2	Plan Provisions	DATAIR PDF Print
3	Actuarial Assumptions/Methods	DATAIR PDF Print
4	Employee Census	DATAIR PDF Print
5	Compensation Report	DATAIR PDF Print
6	Schedule of Benefits	DATAIR PDF Print
7	Benefit Limits (415, 416 & 417(e))	DATAIR PDF Print
8	Valuation Statement	DATAIR PDF Print
9	Maximum Contribution 404(o)	DATAIR PDF Print
10	Contribution Requirements	DATAIR PDF Print
11	Contribution Deposited/Due	DATAIR PDF Print
12	Valuation Results	DATAIR PDF Print
13	*** Notes and Warnings ***	DATAIR PDF Print
14	Participant Statement	DATAIR PDF Print

Printer
Select
Sort
Order
Error Log


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Report Setup

- Default settings for Printer, Sorts, Fonts, Borders, Logos, Watermarks and other miscellaneous items
- Default fonts for titles and footnotes
- Misc. option sorting by last name

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Report Setup



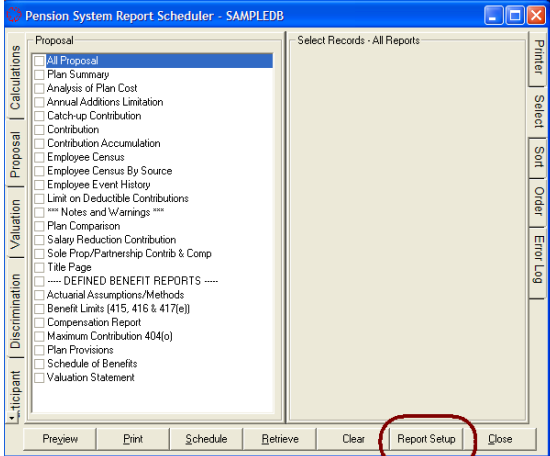
File Edit Go Calculations **Reports** View Help

- Select and Print... Ctrl+P
- Scheduled Reports 3 As
- Report Writer
- Report Viewer
- Report Set Up**

27



Report Setup



Pension System Report Scheduler - SAMPLEDB

Proposal


- All Proposal
- Plan Summary
- Analysis of Plan Cost
- Annual Additions Limitation
- Catch-up Contribution
- Contribution
- Contribution Accumulation
- Employee Census
- Employee Census By Source
- Employee Event History
- Limit on Deductible Contributions
- Notes and Warnings ****
- Plan Comparison
- Salary Reduction Contribution
- Sole Prop/Partnership Contrib & Comp
- Title Page
- DEFINED BENEFIT REPORTS ----
- Actuarial Assumptions/Methods
- Benefit Limits (415, 416 & 417(e))
- Compensation Report
- Maximum Contribution 404(e)
- Plan Provisions
- Schedule of Benefits
- Valuation Statement

Select Records - All Reports

Printer | Select | Sort | Order | Error Log

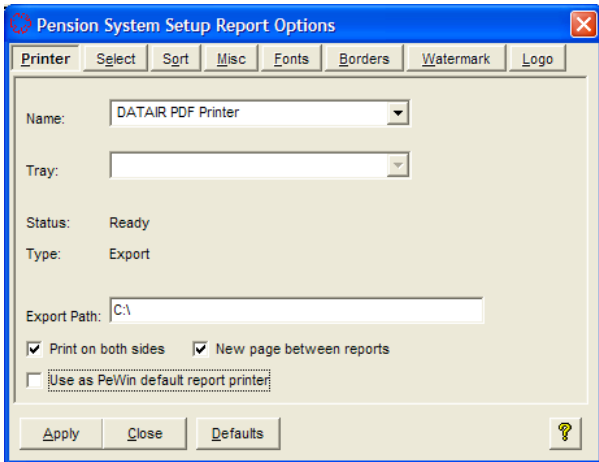
Preview | Print | Schedule | Retrieve | Clear | **Report Setup** | Close

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Report Setup


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The screenshot shows a dialog box titled "Pension System Setup Report Options" with a blue title bar and a close button. It has several tabs: "Printer", "Select", "Sort", "Misc", "Fonts", "Borders", "Watermark", and "Logo". The "Printer" tab is active. The dialog contains the following fields and options:

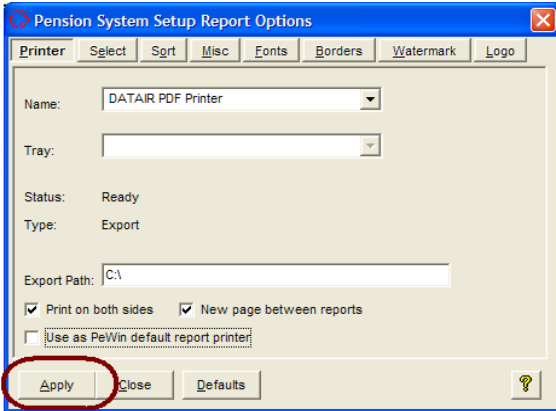
- Name: DATAIR PDF Printer (dropdown menu)
- Tray: (empty dropdown menu)
- Status: Ready
- Type: Export
- Export Path: C:\ (text field)
- Print on both sides
- New page between reports
- Use as PeWin default report printer

At the bottom, there are buttons for "Apply", "Close", and "Defaults", along with a help icon (question mark).

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Report Setup

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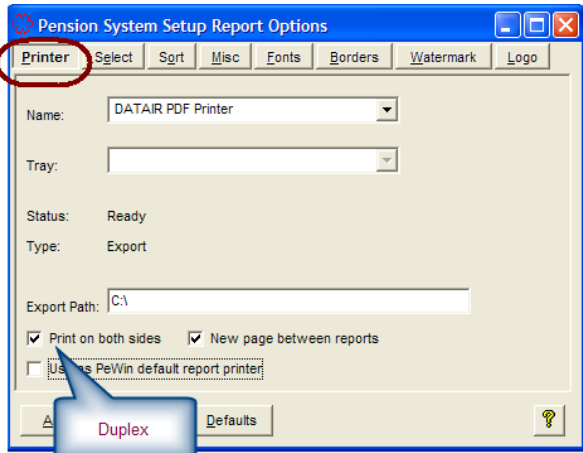
This screenshot is identical to the one on slide 29, but the "Apply" button at the bottom left is circled in red. Below the dialog box, there is a red text instruction: "Must use 'Apply' for changes to take effect".

Must use "Apply" for changes to take effect

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Report Setup

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Pension System Setup Report Options

Printer | Select | Sgrt | Misc | Fonts | Borders | Watermark | Logo

Name: DATAIR PDF Printer

Tray:

Status: Ready


Type: Export

Export Path: C:\

Print on both sides New page between reports

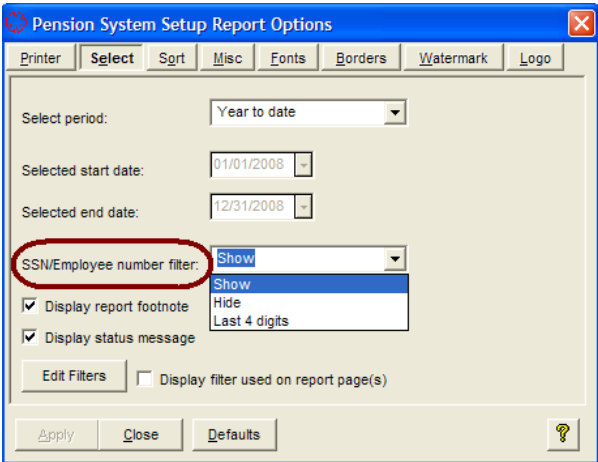
Uses PeWin default report printer

Apply **Duplex** Defaults ?

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Report Setup

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Pension System Setup Report Options

Printer | **Select** | Sgrt | Misc | Fonts | Borders | Watermark | Logo

Select period: Year to date

Selected start date: 01/01/2008

Selected end date: 12/31/2008

SSN/Employee number filter: Show

- Show
- Hide
- Last 4 digits

Display report footnote

Display status message

Edit Filters Display filter used on report page(s)

Apply Close Defaults ?



Report Setup

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Pension System Setup Report Options

Printer Select **Sort** Misc Fonts Borders Watermark Logo

Sort by: Name

Order by: Ascending

Sort by: Location

Order by: Ascending

Sort by: Compensation

Order by: Ascending

Sort by: No Sort

Order by: Ascending

Apply Close Defaults ?



Report Setup

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Pension System Setup Report Options

Printer Select Sort **Misc** Fonts Borders Watermark Logo

Suppress Page Numbers

Suppress Date On Pages

Suppress Plan Ident On Pages

Print employee last name first


Print original hire date on Employee Census report

Silent mode

Minimize print dialog after print run

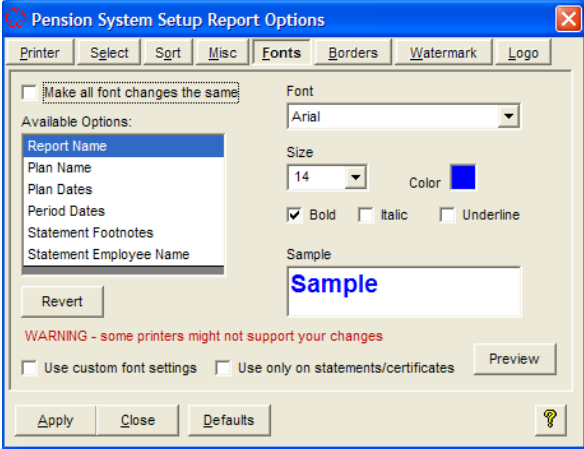
Close print dialog after print run

Apply Close Defaults ?


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Report Setup

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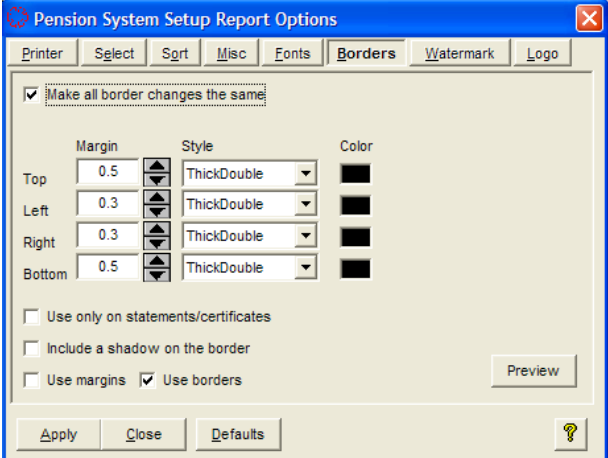


The screenshot shows the 'Pension System Setup Report Options' dialog box with the 'Fonts' tab selected. The 'Make all font changes the same' checkbox is unchecked. The 'Available Options' list includes Report Name, Plan Name, Plan Dates, Period Dates, Statement Footnotes, and Statement Employee Name. The 'Font' dropdown is set to 'Arial', 'Size' is '14', and 'Color' is blue. The 'Bold' checkbox is checked, while 'Italic' and 'Underline' are unchecked. A 'Sample' text box displays the word 'Sample' in blue, bold font. A warning message states: 'WARNING - some printers might not support your changes'. At the bottom, there are 'Apply', 'Close', and 'Defaults' buttons, along with a help icon.

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Report Setup

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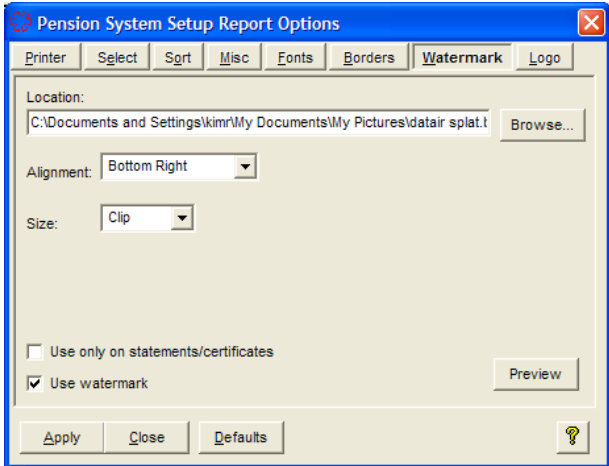


The screenshot shows the 'Pension System Setup Report Options' dialog box with the 'Borders' tab selected. The 'Make all border changes the same' checkbox is checked. The 'Margin' settings are: Top (0.5), Left (0.3), Right (0.3), and Bottom (0.5). The 'Style' for all margins is 'ThickDouble', and the 'Color' is black. There are checkboxes for 'Use only on statements/certificates', 'Include a shadow on the border', 'Use margins', and 'Use borders' (which is checked). A 'Preview' button is visible. At the bottom, there are 'Apply', 'Close', and 'Defaults' buttons, along with a help icon.

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Report Setup

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Pension System Setup Report Options

Printer | Select | Sort | Misc | Fonts | Borders | **Watermark** | Logo

Location:
C:\Documents and Settings\kimr\My Documents\My Pictures\datair splat.t Browse...


Alignment: Bottom Right

Size: Clip

Use only on statements/certificates
 Use watermark

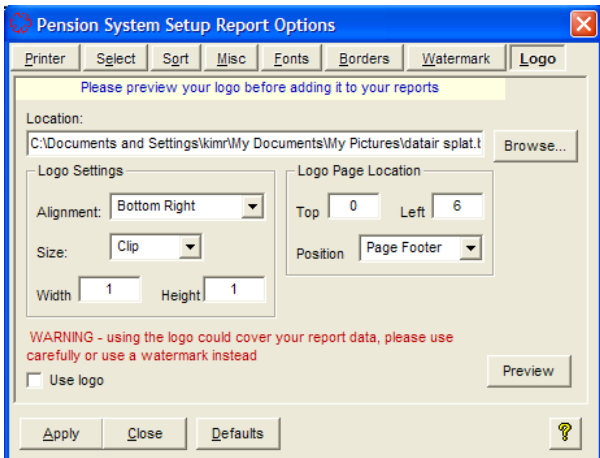
Preview

Apply Close Defaults ?

 **DATAIR**
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Report Setup

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Pension System Setup Report Options

Printer | Select | Sort | Misc | Fonts | Borders | Watermark | **Logo**

Please preview your logo before adding it to your reports

Location:
C:\Documents and Settings\kimr\My Documents\My Pictures\datair splat.t Browse...

Logo Settings

Alignment: Bottom Right

Size: Clip

Width 1 Height 1

Logo Page Location

Top 0 Left 6

Position Page Footer

WARNING - using the logo could cover your report data, please use carefully or use a watermark instead

Use logo
 Use watermark

Preview

Apply Close Defaults ?

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Footnotes on Reports

4 Misc.

Footnotes

Report Footnote

Investment Advice for Participant Statement
To help achieve long-term retirement security, you should give careful consideration to the benefits of a well-balanced and diversified investment portfolio. Spreading your assets among different types of investments can help you achieve a favorable rate of return, while minimizing your overall risk of losing money. This is because market or other economic conditions that cause one category of assets, or one particular security, to perform very well often cause another asset category, or another particular security, to perform poorly. If you invest more than 20% of your retirement savings in any one company or industry, your savings may not be properly diversified. Although diversification is not a guarantee against loss, it is an effective strategy to help you manage investment risk.

Investment Limitations for Participant Statement
There are no limitations.

Permitted Disparity Description for Participant Statement
The Plan includes provisions allowing additional contributions to be made for participants earning in excess the dollar limit established annually by the Social Security Administration to determine Social Security benefits (\$9,500 for 2007). Such additional contributions are designed to offset the lower contributions made to Social Security on behalf of affected employees. Any such contributions will be determined each year by the company.

Additional Information for Participant Statement
(Record-keeper Name) will provide you with an additional statement describing your account in the plan. That statement will include information about the different types of contributions (salary deferrals, match, profit sharing) in your account as well as the manner in which those amounts are invested.

Participant Statement Footnote

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Footnotes on Reports

Select Records - Cash Balance Account Statement (ver 1)

- Display employee note
- Display additional information
- Display permitted disparity description
- Display investment advice note
- Display investment limitation note
- Display beneficiary
- Display preparer
- Display participant statement footnote
- Display report footnote
- Additional footnote
- Display advisory warning footnote


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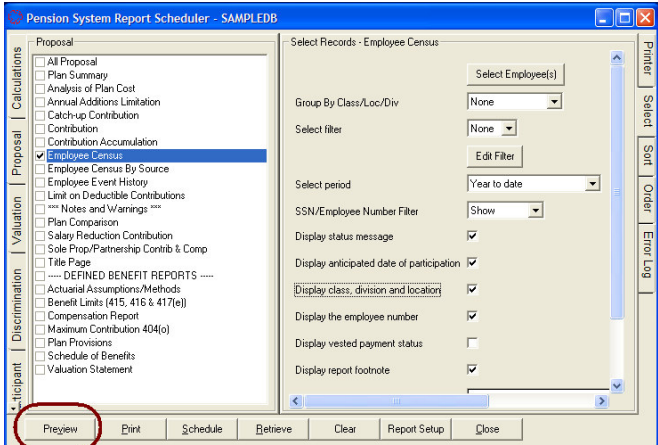
Report Viewer

- For previewing reports
- New window each time the Report Viewer is run
- Date and Time stamped
- Can Print, Export, Email
 - Select all or just some reports
 - Group in same output, pdf
- Flip between reports and pages of the reports

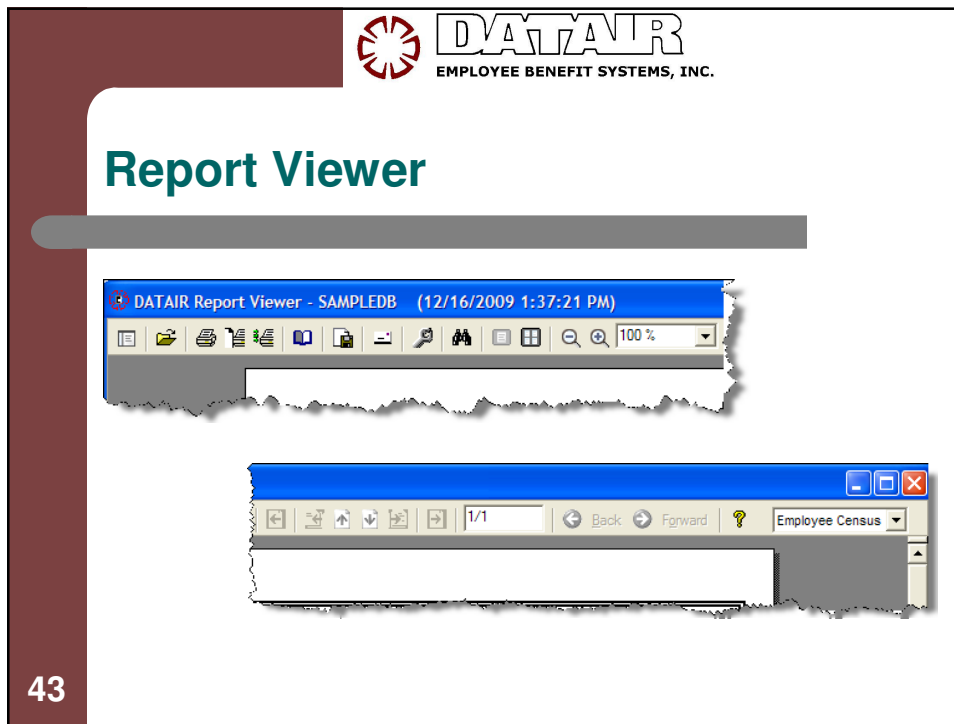
41


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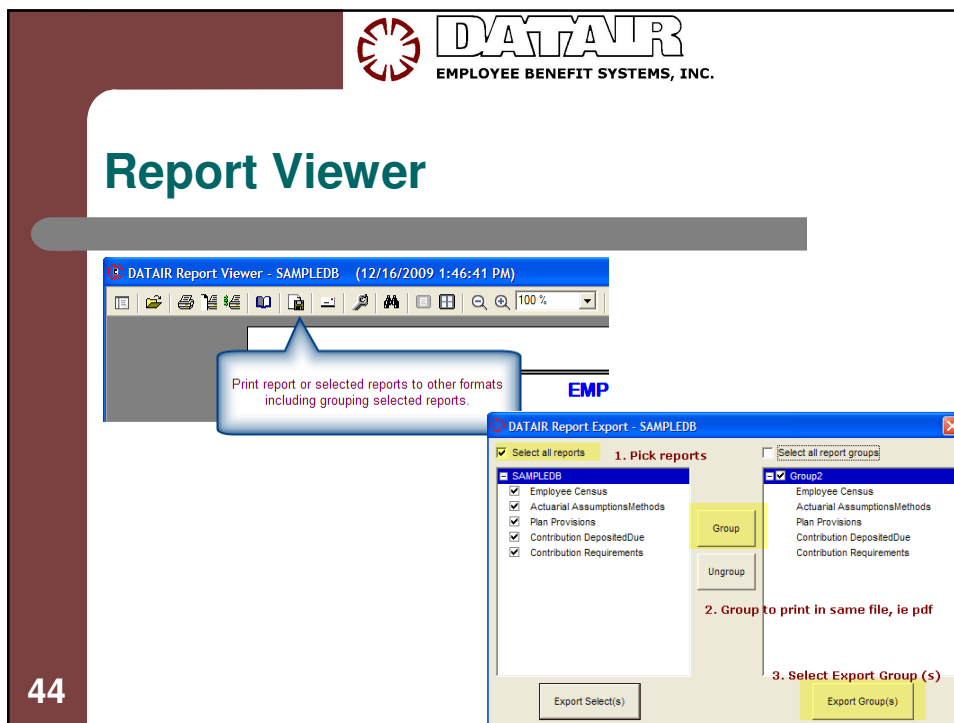
Report Viewer



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Report Viewer

Switch between first, last & next pages or even first page of next report

Pull down for a quick switch between reports


Sample DB Plan
year 1/1/2008 through 12/31/2008

45

Filters

- Define parameters of “who” prints on reports
- Global selection
 - Once selected will affect all reports being printed at same time

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Filters

Pension System Setup Report Options

Select period: Year to date

Selected start date: 01/01/2008

Selected end date: 12/31/2008

SSN/Employee number filter: Show

Display report footnote

Display status message

Edit Filters | Display filter used on report page(s)

Apply Close Defaults

Select Records - Employee Census

Select Employee(s)

Group By Class/Loc/Div: None

Select filter: None | Edit Filter

Select period: Year to date

SSN/Employee Number Filter: Show

Display status message:


Display anticipated date of participation:

Display class, division and location:

Display the employee number:

Display vest start amount:

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DATAIR
 EMPLOYEE BENEFIT SYSTEMS, INC.

Filters

Report Filter

Automate

Employee	Pension		
Name	Type	Parameter	Filter Text
City	Text	=	
Country	Text	=	
DOB	Date	=	
EE Title	Text	=	
Gender	Selection	=	
Part Time	Y/N	=	
DDRD	Y/N	=	
SSRA	Numeric	=	
State	Text	=	
Suspense	Y/N	=	
ZIP	Text	=	

Field Description:
Employee Title

Filter text:
Where


Filter tree:
Where...

Filter name:
DEFAULT FILTER

Filter description:

OK Cancel

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Report Writer

- Available by separate license
- Provides for editing of DATAIR templates
- Allows for design of new reports for your office

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Resources

DATAIR Customer Support Team
(630) 325-2600
E-mail: support@datair.com
web: <http://www.datair.com>

Release Notes
Forums
Webinars
PE/Win Training DVD

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