



## Importing Data into DC/Win Tips for Successful Imports

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### Before You Import....

- **Backup your Plan...always a Good Idea**
  - Copy Out from File on the Menu Bar
- If importing an Excel File, note Sheet Name and Column Headers
- Will you be using Identifiers?
  - If so, use This Plan Only Option
  - If not, use Current Plan Option
- If using an Investment Interface, verify Preliminary Set Up



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## Log Files

- Log Files are Created with each Import
- Contains Important Information Regarding the Import
  - Identifies Errors (Errors are Fatal--Prevents Import)
  - Lists Warnings (Items of Interest)
- New Employees and Event Date Changes Identified
- Transactional Imports will list Total Transactions
- Log file can be Printed or Saved



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## Four (4) Import Interfaces

- Complexity, Flexibility, Data Field Requirements, File Format and Application Vary with Each
  - Anniversary Notification
  - Investment Specific Interface
  - Data Import Assistant (“DIA”)
  - Native Format



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## Anniversary Notification

- **Advantages**
  - System Generates Excel File
  - Simple and Easy way to update Employee Census
  - No "Computer Knowledge" Required
  - File contains existing Employees (as selected)
- **Limitations**
  - Excel File Format only
  - Limited Application due to Fixed Fields
  - Contribution Fields limited to Salary Deferrals and Match
  - Columns cannot be added or deleted (but OK to hide)



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## Investment Interfaces

- American Funds, AXA Equitable
- ING, FASCore, Great West
- Guardian, Hartford, MFS
- John Hancock, Lincoln National
- Mass Mutual, Minnesota Life
- Met Life, Nationwide
- Transamerica and Principal



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## Investment Interface Characteristics

- Files usually downloaded directly from Investment Provider Website
- Plan Requires One-Time Modification (See Help for Setup)
  - Appropriate Investment must be assigned to plan
  - Policy Number may need to be assigned to plan
  - Interface needs to be assigned to plan
  - Source Idents need to map to those in Interface
- Transaction Filter Options Apply



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## Investment Interfaces Issues and Tips

- Always Verify the File Format and Layout
  - See Help under Import and Export Topic
  - Verify File Type and File Name Extension
- Consider the Reject New Employees Option
  - Prevents New Employees without date data from being created
  - Identifies New Employees
- Viewing the Downloads is Helpful
  - Identify any Unmatched Source Codes
  - Never Alter File and Resave
  - Unconventional File Types can be viewed using Text Editor Software (Notepad, for example)



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## Data Import Assistant (DIA) Features

- View (Level Difficulty) Settings
  - Affects Field Exposure
  - Keep it simple...Beginner Level good for most users
  - Next update will have System and Export Filters
- Options
  - Skip Column Heading Rows
  - File Format Selection
- Special Features
  - Fields for Export only appear in blue font
  - Required Identifiers appear in red font
    - Turn on and off using Options button



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## Data Import Assistant (DIA) Advantages/Limitations

- Advantages
  - Maximum Flexibility
    - Types of files and formats
    - Large number of data fields available
    - Can be used with other plans and data files
  - Sample Files Provided with System
  - Unlimited Number of DIAs can be saved
  - Row Range Option available
  - Transaction Filter available



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## Data Import Assistant (DIA) Advantages/Limitations

- Advantages
  - Capable of Handling Complex Data Files
  - Conditional Processing available
  - Next update will have System and Export Filters
  - Translation Table available on certain fields
  - Skip Fields allow you to pick and choose Fields for Import
  - Excellent Tool for Standardizing Census Requests
- Limitations
  - None, other than the DIA flexibility permits the creation of large and complex files



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## Data Import Assistant (DIA) Tips

- Use Open Sample Data File (from File on Menu Bar) when Mapping Fields to an Existing Data File
- With Similar Data Files, Open a similar Existing DIA, Modify it and use Save As to create a new DIA
- Customize Column Headings by using Skip Column Headings and inserting desired Column Text
- For First Time Users, start by opening one of the four (4) Sample Files provided with the System
- Look at the Log!



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## Native Format

- Least Flexible of the Interfaces
- Must be in a Comma Separated Value format
- Eleven (11) Data Categories
- Used Infrequently
  - Certain Fields Require Special Coding
  - Review Help Topic (Native Format) for Links to Documentation



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## Import Options

- Row Range can be Specified
  - Applies to DIA only
- Import to This Plan Only
  - Safest...requires identifiers
- Import to Current Plan
  - Riskier...Identifiers not required
  - Data forced into current open plan
- Test Run Only and Reject New Employees
  - Limited Application
- Stop on Error
  - Can speed up import process on larger plan
  - Error prevents import



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## Import Options

- Transaction Filter Feature
  - Allows you to import only specific transaction types
  - Transaction types vary with Interface
  - All Transaction Types available on DIAs
- Excel Sheet Name Identifier (Anniversary Notification only)
- Undo Import
  - Only Transactional Imported Files Display
  - Only Transactional Data will Delete



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## Questions?

