

Plan Sponsor's Guide to Annual Audit Support Templates

As part of Enhanced PSW[®] Reporting

A set of audit support report templates have been loaded to the enhanced PSW® reporting page. These templates were chosen as they are frequently requested reports related to a plan’s audit that were not previously readily available for clients and/or auditors.

The templates are designed to reconcile to the certified Plan Year End Summary (PYES) reporting provided to all plans requiring an audit relative to their Form 5500 filing. If the reports do not match it may be due to as of processing done for the plan year being audited that was processed after the PYES was generated or specialty fund reporting.

Audit Related PSW Reports for 2021 Plan Year *(Filter by Keywords in Run Reports tab to find)*

Audit Report	Report Description
NEW - Loan Wire Reconciliation Report	This report includes all loan repayments including those made outside the normal payroll deduction method. The report includes any loan repayments made by the participant in the form of a check or wire. Loan repayments are broken out based on payroll and non-payroll repayments at the bottom of the report.
NEW - Detailed Contribution and Adjustment History	This report will show what contribution and loan repayments were received by Fidelity on each batch file submitted. It can assist you in auditing or validating amounts received, updated, and adjusted.
Annual Loan Balance	<p>Produces a participant detail report that had an outstanding loan balance greater than 0 on either the first or last date of the date s selected. The report will not include participants that had a 0 or NULL balance on BOTH dates selected (i.e. for date range 1/1/2020-12/31/2020 a participant would need to have a balance > 0 on either 1/1/2020 OR 12/31/2020. A participant who originated a loan after 1/1/2020 and paid off the loan (0 balance) before 12/31/2020 would not be included in the report)</p> <p>This report can be used to audit loans by capturing active loans as of the end of the period to make sure that payments are posting for active participants.</p> <p>Please note that this report must be exported EXCEL to keep formatting of one row per participant per loan and to include the plan totals.</p>
Balance Info Summary Extract Report (BISE)	<p>Produces either a plan level summary or participant detail report by selecting either the Plan Total or Participant Detail radio button for accounts that had either a balance > 0 on either date OR any cash amount transaction history between the two dates.</p> <p>Report can be used to get prior month balances and net transaction activity by source and fund. Report has similar information as the Trial Balance report but in a spreadsheet format.</p>
Loan NonMon Report	<p>Produces a participant detail report of Non-Monetary loan transaction history by plan by Trade Date.</p> <ul style="list-style-type: none"> - Non-Monetary Transactions and Codes include - Full Payouts (20) - Transfers (30, 31 and 33)

	<ul style="list-style-type: none"> - Balance Forwards (40 and 41) - Manual Loan Defaults (60) - System-generated defaults from Loan Default Service (80, 81, 82, 83 and 85) - Leave of Absence Interest (84) - Loan Adjustments (98 and 99) <p>Report can be used to identify participants that had an outstanding loan when they processed a full payout (code 20) or to identify other Loan Non-Monetary transactions not available in Transaction History.</p>
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Reports included in the Annual Audit Support Template:

Audit Report	Report Description
1 - Audit Adjustment Report	Details participant level adjustment transactions during the specific period.
2 - Audit Auto Enrollment Auto Increase Report	Displays participant level information related to the Auto Enrollment Service and the Auto Increase Program. If the plan does not use the service, no information will appear for the service updates. A plan number(s) must be selected to display results and it is suggested that you limit the report by hire date for the year being audited. User can include all or select the type of service. The report defaults to the service enrollment information, but the user can select additional activities by updating the Activity Type Description field
3 - Audit Balance Forward Report	Details participant level balance forward transactions during the specific period of time. The report identifies conversion balance forward activity (reconciles to the Summary of Plan Operations (SOPO)) and other balance forward activity in columns with a totals column (reconciles to the Trial Balance). Multiple views available depending on details needed: 1. No Fund or Source Detail 2. Fund Detail 3. Source Detail 4. Fund and Source Detail
4 - Audit Contribution Summary	Displays participant level contribution data by date and source for the specified time period
5 - Audit Contribution Summary Total	Details participant level contributions by source for a specific time period (one line per participant if exported in Excel)
6 - Audit Deferral Change History	Displays participant level deferral election change history results by plan. Results will include all deferral changes for the previous two calendar years unless a different date range is selected. If no date range is selected, it will report all deferral changes for the last 2 years or the last 5 changes beyond two years dating back to approximately 2008
7 - Audit Deferral Elections as of a Specific Date	Displays participant deferral elections as of a specific date within the allowable time frame of the report. Both available percent and amount fields are displayed to allow for individual plan configurations. Data will

	only populate based on the plan's setup. A plan number(s) must be selected in order to view results.
8 - Audit Deferral Elections for a Date Range	Displays participant deferral elections daily for a specified date range within the allowable time frame of the report. Both available percent and amount fields are displayed to allow for individual plan configurations.
9 - Audit Dividend Pass-Through Report	Displays participant level dividend pass-through transaction details by fund and source.
10 - Audit Forfeiture Activity Report	Report detailing all activity in the Forfeiture Account (999-99-9999F) by fund, source, date and transaction type.
11 - Audit Forfeiture Debit Credit Report	Displays participant monies forfeited and moved to the forfeiture account for the plan period
12 - Audit Investment Elections as of a Specific Date	Displays participant level historical investment election percentages for a specific date by source and fund
13 - Audit Investment Elections for a Date Range	Displays participant level historical investment election percentages for a date range by source and fund
14 - Audit Participant Level Activity Report	Displays all participant level activity for a date range including source, fund, cash, shares, cost and price
15 - Audit Plan Level Activity Report	Displays all activity on a plan level including source, fund, cash, shares and cost
16 - Audit R25 Check Register	The R25 Check Register provides detailed information regarding distributions from the plan, including the information reported on the Form 1099-R
17 - Audit Return of Excess (ROE) Report	Displays participant level return of excess transaction detail processed during the period selected. This report will not include earnings.
18 - Audit Rollover Report	Rollover contribution history report by date, fund and source. User will need to select the rollover sources before generating the report.
19 - Audit Summary Rules	Displays the Summary Rules (Summ Rules) for a plan. These codes correlate to the available loan and withdrawal types in the plan, and can be viewed on the supplemental withdrawal report
20 - Audit Transfer Report	Displays participant level transfer transaction detail for the selected time period. This report includes all transfer transactions, both inter-plan and intra-plan transfers. Fund and source detail, including process date and fiscal year is included.
21 - Audit Vendor Exchanges Report	Provides participant level vendor exchange transaction details by fund, source, and date. Multiple views available
22 - Audit Wire Recon Report	Displays plan level contribution and loan repayment (principal and interest) by date, transaction batch number, and fiscal year. The report will include total by batch number, and detail for each source.
23 - Audit Withdrawals by Type Report	Displays participant distributions and loan withdrawals. The report will include principal residence indicator, loan interest rate, regular payment amount, summary rule descriptions, spousal consent indicator, and preapproved transaction indicator.

Saving & Exporting Reports

- Reports can be exported into Excel or CSV format.
- Larger files need to be exported in CSV format or ordered for a shorter time frame.
- Reports **DO NOT** save or post to PSW® in any location. Reports should be saved locally.
- Exporting and saving directly to a PSW® tab is not available at this time.

All reports exported in Excel will include the following with the output:

- Title and short description of the report,
- Parameters used for the report, and
- A note about reconciling to the PYES (for the reports meant to reconcile).

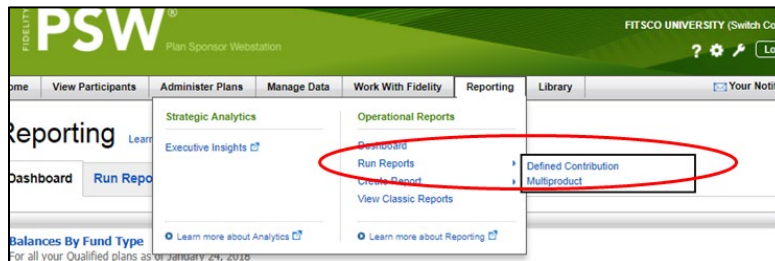
Each template's prompt screen provides basic information as to what the report will display and the parameters the user is required to/is able to modify. There is no time restriction on the date ranges retrieved, but the size of the final report could have restraints.

Best practices

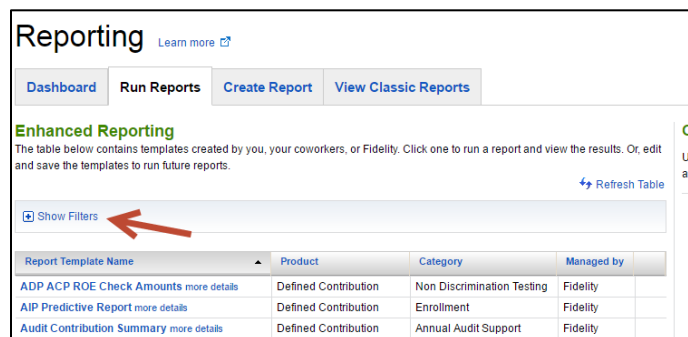
- Preferred browsers: Google Chrome and Internet Explorer
- Export files as Excel UNLESS it is a larger file (over 24 MB in general), then export as Data < CSV.
- Note: CSV files will not display any pivot tables build into the report template but will display all data in the original table format of the report.

Accessing Enhanced PSW® and Annual Audit Support Templates

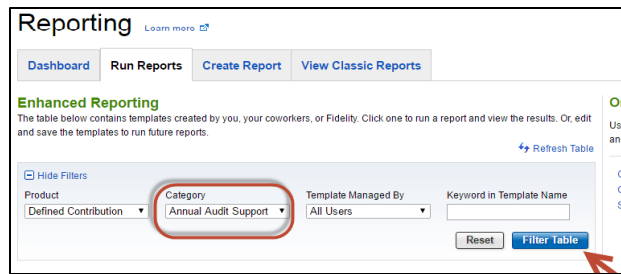
- Once logged into PSW®, on the top tool bar, hover over 'Reporting Tab', 'Run Reports' and choose 'Defined Contribution'.



- Click 'Show Filters'.



- In the Category drop down box, select 'Annual Audit Support' and choose 'Filter Table'



- A brief summary can be viewed by choosing 'more details' next to each report name:

Report Template Name	Product	Category	Managed by
Audit Contribution Summary less details	Defined Contribution	Annual Audit Support	Fidelity
Displays participant level contribution data by date and source for the specified time period. Last Modified on 01/19/2017, 6:48 PM			
Audit Contribution Wire Report less details	Defined Contribution	Annual Audit Support	Fidelity
Displays plan level contribution amounts for a date range by source including batch number and fiscal year. Loan repayment amounts are not included.			

Enhanced Annual Audit Reports

Audit Report	Data Fields to Edit
1 - Audit Adjustment Report	<ul style="list-style-type: none"> • Select a plan number • Date range defaults to the prior calendar year • Fund will default to all funds
2 - Audit Auto Enrollment Auto Increase Report	<ul style="list-style-type: none"> • Select a plan number • Status – defaults to ALL • SSN – defaults to All <p><i>See below for Auto Enrollment Indicators</i></p>
3 - Audit Balance Forward Report	<ul style="list-style-type: none"> • Select a plan number • Date range defaults to the prior calendar year • SSN will default to all if not chosen • Fund will default to all funds if not chosen
4 - Audit Contribution Summary	<ul style="list-style-type: none"> • Prompts the user for a date range and the plan number(s) • Choose date range • Select specific SSN numbers for the report if desired.
5 - Audit Contribution Summary Total	<ul style="list-style-type: none"> • Date range defaults to the prior calendar year • Select a plan number • SSN will default to all if not chosen
6 - Audit Deferral Change History	<ul style="list-style-type: none"> • Select a plan number • Select date range. Default is 2 previous calendar years • Option to further narrow the report by deferral type, participant status (current) and SSN
7 - Audit Deferral Elections as of a Specific Date	<ul style="list-style-type: none"> • Select Calendar Day • Select a plan number • Default is 'ALL Participants' but user can make selections.

8 - Audit Deferral Elections for a Date Range	<ul style="list-style-type: none"> • Input date range for selection • Select a plan number • SSN selections are a mandatory prompt for this report.
9 - Audit Dividend Pass-Through Report	<ul style="list-style-type: none"> • Select a plan number • Date range defaults to the prior calendar year After report is run there are four views available: <ol style="list-style-type: none"> 1. No Fund or Source Detail 2. Source Detail Only 3. Fund Detail Only 4. Fund and Source Detail • Export as Excel to retain view formatting. Report can be exported as Data>CSV which will display all data.
10 - Audit Forfeiture Activity Report	<ul style="list-style-type: none"> • Date range defaults to the prior calendar year • Select a plan number • The report defaults to the F guy account only but the user can add any additional plan accounts by populating the SSN field.
11 - Audit Forfeiture Debit Credit Report	<ul style="list-style-type: none"> • Select a plan number to display the data • Date range defaults to the prior calendar year
12 - Audit Investment Elections as of a Specific Date	<ul style="list-style-type: none"> • Select a plan number • Choose Calendar Day • SSN will default to all if not chosen • Source - If plan has congruent sources, the source can be narrowed to only one source for a more consolidated report.
13 - Audit Investment Elections for a Date Range	<ul style="list-style-type: none"> • Select a plan number • Choose date range • SSN selections are a mandatory prompt for this report. • Source - If plan has congruent sources, the source can be narrowed to only one source for a more consolidated report.
14 - Audit Participant Level Activity Report	<ul style="list-style-type: none"> • Select a Plan Number • Date range defaults to the prior calendar year • Fund will default to all funds if not chosen • Source will default to all sources if not chosen • SSN will default to all if not chosen • Transaction Type will default to all types if not chosen • <i>Report can be a large report depending on the size of plan. It is advised to narrow sample size or other data options</i>
15 - Audit Plan Level Activity Report	<ul style="list-style-type: none"> • Select a plan number • Date range defaults to the prior calendar year
16 - Audit R25 Check Register	<ul style="list-style-type: none"> • Select a plan number • Date range defaults to the prior calendar year • Tax Year will default to all based on transactions within the plan year • SSN will default to all if not chosen • Division Name will default to all if divisions are not chosen • Division Code will default to all if divisions are not chosen • Distribution Code will default to all if not chosen

	<ul style="list-style-type: none"> • IRS Distribution Code will default to all if not chosen
17 - Audit Return of Excess (ROE) Report	<ul style="list-style-type: none"> • Select a Plan Number • Date range defaults to the prior calendar year
18 – Audit Rollover Report	<ul style="list-style-type: none"> • Select a plan number • Select the rollover source(s) • Date range defaults to the prior calendar year
19 – Audit Summary Rules	<ul style="list-style-type: none"> • Select a plan number
20 - Audit Transfer Report	<ul style="list-style-type: none"> • Select a plan number • Date range defaults to the prior calendar year • SSN will default to all if not chosen • Fund will default to all funds if not chosen
21 - Audit Vendor Exchanges Report	<ul style="list-style-type: none"> • Select a plan number • Date range defaults to the prior calendar year <p>After report is run there are four views available:</p> <ol style="list-style-type: none"> 1. No Fund or Source Detail 2. Fund Detail 3. Source Detail 4. Fund and Source Detail <ul style="list-style-type: none"> • Export as Excel to retain view formatting. Report can be exported as Data>CSV which will display all data.
22 - Audit Wire Recon Report	<ul style="list-style-type: none"> • Select a Plan Number • Date range defaults to the prior calendar year
23 - Audit Withdrawals by Type Report	<ul style="list-style-type: none"> • Select a plan number • Date range defaults to the prior calendar year • Withdrawal Type Summary Rule Description will default to all if not chosen • SSN will default to all if not chosen

Audit Report	Report Description
Annual Loan Balance	<ul style="list-style-type: none"> • Select a Plan Number • Date range defaults to the prior calendar year <p><i>Can also be filtered by dollar limits, participants, division and Region</i></p>
Balance Info Summary Extract Report (BISE)	<ul style="list-style-type: none"> • Select a Plan Number • Choose date range • Choose 'Plan' or 'Participant' Total <p><i>Can be filtered by source, fund, division code, or region</i></p>
Detailed Contribution and Adjustment History	<ul style="list-style-type: none"> • Choose 'Report Type' • Choose date range • Choose 'DC Plan'
Loan NonMon Report	<ul style="list-style-type: none"> • Select a Plan Number • Choose date range • Choose Non-Monetary Code (<i>below</i>) <ul style="list-style-type: none"> ○ Full Payouts (20)

	<ul style="list-style-type: none"> ○ Transfers (30, 31 and 33) ○ Balance Forwards (40 and 41) ○ Manual Loan Defaults (60) ○ System-generated defaults from Loan Default Service (80, 81, 82, 83 and 85) ○ Leave of Absence Interest (84) ○ Loan Adjustments (98 and 99)
Loan Wire Reconciliation Report	<ul style="list-style-type: none"> ● Select a Plan Number ● Choose a date range ● Choose 'Division Name' or 'Code' (optional) ● Choose 'Loan Payment Type'

Description of Auto Enrollment Indicators

Data Element Name	Data Element Description
Service Type Description	Possible values are: Auto-Enroll, Easy Enroll, Annual Increase Program, Plan Sponsor Annual Increase Program
Activity Type Description	Possible values are: Enroll, Unenroll, Setup, Calculate, Base, Active Deferral Change, Original Enroll, Rehire Previous Term, AIPd, Notification Status
Active Deferral Election Date	Date participant made active deferral election
Active Deferral Election Indicator (Y/N)	Possible values are: Y - Active participant (an active deferral election was made), N - Passive participant (auto enrolled with no active deferral elections), Space - Participant has not reached auto enrollment, or enrolled prior to the existence of this indicator, and data was inconclusive to determine if they were active or passive. For all intents and purposes, they are treated as active.
AE Calc Date	The date that AE Setup Date, AE Notification Date, and AE Enroll Date were calculated
AE Election Setup Date	Setup Date, date that deferral percent and mixes are set.
AE Enroll Date	Describes the date the system performed the automatic enrollment process for employees in a plan.
AE Notification Date	The date when the AE notification process begins
AE Original Enrollment Date	For Rehire reinstatement - the date the participant was originally enrolled (to evaluate skip period).
Reinstatement Status	Indicator to flag participants that passed through the new rehire reinstatement process. Possible values are: Y - Participant passed new rehire reinstatement, N - Participant did not pass through new rehire reinstatement, Space - Participant not a rehire.
Re-solicitation Indicator (Y/N)	Y - participant was selected due to a plan re-solicitation, N- participant completed automatic enrollment
AIP Source of Increase	Sources being increased
AIP Increase Date	Date of increase
AIP Increase Amount	Percentage of increase
AIP Active Election Indicator (Y/N)	Y- participant made an affirmative election, N or blank means participant is employer enrolled
AIP CAP Effective Date	This value represents the effective date of the current AIP Cap.
AIP CAP Percent	This value represents the AIP Cap percentage for a given participant. Participants enrolled in AIP via Plan Sponsor AIP or Auto AIP may be subject to an AIP Cap. These participants will experience annual increases until they reach the AIP Cap.
AIP Enroll Date	Date enrolled in AIP
AIP Opt-Out Date	Date of AIP opt-out
AIP Skip Rule	This value represents the AIP Skip Rule for a given participant, which determines if the participant will skip their first scheduled annual increase. Fidelity offers No Skip Rule, 6 Month Skip Rule, Plan Year + 1 Skip Rule and a Plan Year + 2 Skip Rule – i.e. 0.00, 6.00, 12.00, 24.00